LODGING TAX ADVISORY COMMITTEE
MEETING AGENDA

Tumwater City Hall, Council Chambers,
555 Israel Road SW, Tumwater, WA
98501

Wednesday, September 21, 2022
9:00 AM

1. Call to Order
2. Roll Call
3. Welcome/Introductions
4. Approval of Minutes: Lodging Tax Advisory Committee, September 29, 2021
5. 2023 Lodging Tax Applicant Interviews and Funding Recommendation (Hanna Miles)
6. Lodging Tax Historic and Cultural Funding for 2023 (Chuck Denney)
7. Lodging Tax Update (Hanna Miles)
8. Adjourn until 3:00 p.m.
9. Roll Call - Reconvene at 3:00 p.m.
10. 2023 Lodging Tax Funding Recommendations (Shelly Carter)
11. Schedule Future Meeting, if necessary (Hanna Miles)
12. Adjourn

Meeting Information
All committee members will be attending in person. The public are welcome to attend in person.

Public Comment
The public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 5:00 p.m. the day before the meeting. Comments are submitted directly to the Committee members and will not be read individually into the record of the meeting.

Post Meeting
Audio of the meeting will be recorded and later available by request, please email CityClerk@ci.tumwater.wa.us

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TUMWATER LODGING TAX ADVISORY COMMITTEE
MINUTES OF VIRTUAL MEETING
September 29, 2021 Page 1

CONVENE: 9:00 a.m.

PRESENT: Councilmember & Chair Eileen Swarthout and committee members Chami Jo Ro, Comfort Inn Conference Center Tumwater-Olympia; David Bills, Tumwater Area Chamber of Commerce; Satpal Sohal, La Quinta Inn & Suites; and Brian Reynolds, Olympic Flight Museum.

Staff: Assistant Finance Director Shelly Carter and Executive Assistant/Deputy City Clerk Hanna Miles.

WELCOME & INTRODUCTIONS: Chair Swarthout welcomed everyone to the virtual meeting. Members provided self-introduction.

2022 LODGING TAX FUNDING RECOMMENDATIONS AND APPLICANT INTERVIEWS:

CAPITAL LAKEFAIR: Chair Swarthout invited Karen Adams to present Capital Lakefair's funding application.

Karen Adams, Capital Lakefair, reported the organization is applying for lodging tax funds to help fund Capital Lakefair this year, as it has been two years since the beginning of the pandemic, which has severely affected Lakefair similar to what other nonprofits have experienced. Capital Lakefair has been in existence for 64 years and has successfully assisted local nonprofits to raise funds. Last year, the organization planned for the fair having met with the Health Department to create a health plan. Thirteen days before the fair, the City of Olympia advised Capital Lakefair that the fair could not be held. Since then, the organization has institutued some budget cuts to include releasing the office manager because of the lack of funds. The goal of the fair is to put heads in hotel beds. Last year, the fair reserved over $10,000 in hotel rooms and had to cancel those rooms. The fair promotes heavily to attract out-of-town bands, traveling floats, festival heads from other festivals, and vendors who are housed in the three cities' hotels. The fair anticipates attracting 50 vendors this year. Capital Lakefair hosts a large ambassador program through its scholarship program for high school girls from Lacey, Olympia, and Tumwater representing local schools. The students participate in events throughout Thurston County. Funding this year will benefit float signage with Tumwater serving as the largest supportor of float signage for many years. Additionally, the funds will assist in securing fencing and insurance at a cost of $20,000.

Chami Jo Ro, Comfort Inn Conference Center Tumwater-Olympia and

Satpal Sohal, La Quinta Inn & Suites joined the meeting at 9:05 a.m.

Ms. Ro inquired as to the reason the funding request increased by several thousand dollars this year. Ms. Adams advised that with the advent of the pandemic, the organization was unable to generate any revenue because of the closure of the fair the last two years. The funds will be used to cover the cost of insurance to enable Lakefair representatives to travel to other community fairs and festivals. Capital Lakefair is part of a Pacific Northwest festival organization and all festivals travel to support festivals throughout the Pacific Northwest.

Chair Swarthout thanked Ms. Adams for the presentation.

CRAFT DISTRICT WEEKLONG OPENING CELEBRATION:

Tumwater Communications Manager Ann Cook presented the funding request on behalf of City Administrator John Doan.

Manager Cook reported the event was funded by the committee last year but was canceled because of COVID-19. The funding request this year represents an increase. The event budget is $22,000. Last year, the committee provided $4,000 in funding. Because of increased costs and challenges with securing products, the request has increased to $6,000.

Manager Cook shared a video of a smaller opening of Heritage Distilling within the Craft District last year. The proposed new weeklong event includes entertainment at the amphitheater at the Heritage Distilling site located in the Craft District. In addition, education and tasting tours will be hosted similar to the Cascadia Grains Conference, which has been successful in previous years by bringing visitors from New York and California for three to five day overnight visits. Opening events for dignitaries and industry gatherings will also be featured. Similar to the Grains Conference, the event would attract tourists, specifically those who are interested in the craft beverage industry, other brewers, cider makers, and people involved in the supply chain.

Tumwater's long-term strategy is redevelopment of the Brewery District. The Craft District is centrally located and is a natural location for people to experience the City's brewing legacy. Those experiences are unique, are local, and can only be experienced in the City of Tumwater. The new Craft District facility is worthy of a weeklong celebration encompassing local tourist attractions to a broad market of visitors. Manager Cook asked the committee to favorably consider funding the event at $6,000.

Manager Cook responded to questions and confirmed the event was

cancelled in 2021 partly because of the delay of construction of a local brewery company. A small opening was celebrated for Heritage Distilling in June when COVID restrictions were beginning to lift. The funds awarded in 2021 were not utilized. Last year, the committee funded $3,625 of the $4,000 request. For 2022, the funding request is higher because of the increase in costs. The funds would fund marketing of the event statewide similar to the Cascadia Grains Conference to include a variety of audiences of producers and tourists from across the state. The event will feature entertainment, education symposiums, and a variety of other activities. Typical attendees could include individuals from the industry including farmers, growers, brewers and distillers, and food and beverage interests. The event is tentatively scheduled for the third week in June 2022.

GATEWAY ROTARY CLUB OF THURSTON COUNTY – "NEW EVENT" – 9-YEAR EVENT HELD IN LACEY;

Megan Schoor, Vice President, Gateway Rotary Club of Thurston County, thanked the committee for the opportunity to present a proposal. The Brats, Brews, and Bands (BBB) Festival is the Rotary Club's annual fundraiser. With the exception of 2020, the Rotary Club has sponsored the event for nine years. The BBB event is a local brew, cider, wine, food, and music event with all proceeds from the festival supporting youth and literacy nonprofit organizations in Thurston County. The Rotary Club has an annual grant application and award process where nonprofits in those sectors apply to receive grant funding through BBB funds. Lodging tax funds from the City of Tumwater and other cities in Thurston County are used by the Rotary Club for marketing and promotional efforts. The Rotary Club uses LTAC funds to promote local businesses and bands involved in the event and to advertise the event, as well as to advertise the fund-raising aspect of the event to assist youth and literacy efforts. This year, the event was held on September 11 with an admission charge of $25 online and $30 at the door. The event featured a Cornhole Tournament and a discount for Olympia Master Builders. The ticket cost includes five different tastings or the equivalent of two pints, a souvenir cup, and a cover to view 12 live bands from the Pacific Northwest. This year, the footprint of the event was expanded two-fold because of the pandemic and as a way to promote social distancing and coordinated placement of stages across the event space. For the last several years, the event has been held at The Hub in Lacey. This year, the event expanded to Huntamer Park in Lacey with stages at both locations. Feedback from attendees and volunteers were reflective of an appreciation for extending the event into the park as it afforded additional space. The event also featured a third stage that was well received by attendees. The Rotary Club has considered relocating the event to other locations, such as Rutledge Farm or Thurston County Fair Grounds as potential event space; however, because of the uncertainty of the pandemic, leadership elected to stage

the event at its long-term location. This year, the event featured food trucks in addition to brats. The brat vendor this year was Jerk Juicy BBQ from Tumwater with several other food trucks offering burgers, desserts, and other foods. The event promotes local brews with local breweries attracting many attendees based on customer feedback. The LTAC funds are used to deliver event-branded coasters throughout Thurston County restaurants and breweries to advertise the event. BBB 21 also featured four brews from Tumwater breweries – Singing Hops Brewery and Triceratops Brewing Company offering 2 brews each. The event hosts a variety of different musicians from the Pacific Northwest. Bands from this year's event were either local to Thurston County or from the Portland area.

Ms. Schoor reviewed some articles placed in local media and publications highlighting the event. She identified local sponsors of the event. In addition to social media posts, radio announcements, and Thurston Talk articles about the event, an area of the BBB website promotes tourism and encourages visitors to stay at one of the many lodging options in the area.

Ms. Schoor advised that based on the experience this year, the Rotary Club is discussing ways to improve promotion of local tourism. Three objectives have been identified to publicize local attractions for BBB patrons to explore, expand the visibility of local hotels on the event website, and expand the spotlight on local breweries, cideries, and vendors. It is important to build local partnerships with local organizations to ensure the three objectives are successful. *Experience Olympia and Beyond* has been identified as an important partner to collaborate with next year, as well as partnering with the Thurston Bountiful Byway and local hotels to create 'stay and play packages' and giveaway BBB tickets. The Rotary Club also wants to connect to the Craft Brewing and Distilling Center and market the event on its community events page and work with Heritage Distilling Company to promote tours and tasting packages with tickets for the BBB event. The Rotary Club measures its success by surveying volunteers and attendees about the event to identify lessons learned for future events. Approximately 25% of the respondents were from Tumwater zip codes. It is important to pursue a similar feedback approach during next year's event by surveying attendees and volunteers to identify lessons learned and to use the information to identify how successful the event was for different metrics.

Ms. Schoor responded to questions explaining that the BBB event is the only fundraiser for the Rotary Club. The percentage of the revenue donated versus the amount collected for the 2021 event has not been tallied at this time. Ms. Schoor offered to expand the link for lodging to include Tumwater hotels as part of ongoing efforts to

collaborate with local hotels, as well as coordinating to offer some "stay and play packages'.

OLYMPIC FLIGHT MUSEUM:

Teri Thorning, Olympic Air Show Coordinator, reported the application is for the Olympic Air Show held on Father's Day weekend, June 18-19, 2022 at Olympia Regional Airport in Tumwater. The funding request is for $39,000 for marketing, promotion, and performer fees and incentives. The Air Show reserves Tumwater lodging for all performers and crews totaling more than $9,000 each year. An increase in aerial performers would also include the number of lodging rooms utilized in Tumwater. The tracking mechanism used to establish tourism percentages is an analysis of electronic ticketing. At the last show in 2019, the event attracted 11,400 visitors with a tourism percentage of 19.9% falling within the air show's average of 18% to 22%. Electronic tickets were purchased by visitors from 21 states. Because the Olympic Flight Museum is open during the year, the organization contributes to Tumwater's tourism economy year-round. The Air Show's Event Program includes a page dedicated to lodging and restaurant suggestions, as well as other activities available throughout the greater Thurston County area. The museum distributes extra copies of the program to visitors throughout the summer months for promoting Tumwater hotels and restaurants during the tourism season. The Olympic Air Show website promotes the City of Tumwater and lodging properties and links to all Tumwater hotels. The 2022 Olympic Air Show will be the museum's 22nd event demonstrating an established history in Tumwater and the greater Puget Sound region. The Olympic Air Show in 2022 is prepared to comply with any state, local, or federal mandates with respect to COVID-19. However, this year, the museum is looking forward to its traditional air show format and hosting an exciting and unique family event in Tumwater. She thanked the committee for its consideration and offered to answer questions.

Chair Swarthout commented on how the community is looking forward to the air show this year.

Ms. Ro asked about the certainty level of the air show occurring in 2022. Ms. Thorning affirmed that she is very confident the air show will be held this year. Each year the event often features an element of surprise.

TOMORROW (NEW):

Christine Greene, Founder, TOMORROW, introduced the new community event, a music festival highlighting local commerce and live music at an affordable price. She recently relocated from Seattle and from New York prior to her residence in Seattle and has been in the music business for approximately 20 years. She believes this area

of the country has a rich musical history creating some of the seminal bands that have ever existed. She also noticed that there is a lack of live music in the area although there is a high demand. Ms. Greene displayed pictures of other similar festivals across the country such as *Out of Space* in Evanston, IL and *South Lake Union Block Party* in Bothell. She shared a site map of the event featuring bands, vendors, and craft breweries located on the Port Plaza with parking and a potential beer garden. Expectations include eventually featuring several events during the year and by the fifth year moving the event to the shoulder season to assist in increasing tourism in the county. A study by the National Independent Venue Association completed after the start of the pandemic found that for every $1 spent on ticketing at small venues, $12 in economic activity is generated within communities for restaurants, hotels, taxis, and retail establishments. To quantify heads and beds, the ticketing company uses many metrics that enable tracking attendees. The venue will also use the CRM email list to track the residence of attendees. A questionnaire will ask attendees to identify their city or residence. The festival website will include links to Tumwater properties. The website will feature Tumwater sites and "Where to Stay" section. She is also considering the possibility of hosting Tumwater "Battle of the Bands" as well as one in Lacey and one in Olympia whereby local judges rate local bands to identify bands to feature at the festival. Local industry workers could also be hired to support the festival. She shared some of Tumwater's sites that could be promoted and welcomed suggestions from the committee on areas or events to feature in marketing materials. She shared a marketing plan comprised of digital advertising, billboards along the I-5 corridor as far north as Seattle and south to Portland, print advertising, robust community giveaways, and sponsorships. The ticket price would be approximately $25 for a one-day ticket with additional fees of $6 to $7 with a limited number of VIP tickets.

Ms. Ro asked whether the festival is a for-profit event, whether a date for the festival has been established, and if Lacey and Olympia have been asked to provide lodging tax funds as well. Ms. Greene advised that the festival is a for-profit event and if the festival achieves a net revenue gain the funds would roll forward to fund the next year's event. At this time, a tentative event date is the last weekend in August but she wants to confer with local municipalities to ensure there are no conflicts. The cities of Olympia and Lacey have been asked to provide lodging tax as well. She has applied for $45,000 from the City of Olympia and $25,000 from Lacey and Tumwater. The number of bands and whether they are local or national is dependent on funding availability. She plans to employ the "radius clause" when confirming a headliner for a specific fee whereas the band is not allowed to play in Portland or Seattle markets to ensure

they are only featured in the Olympia event for the Northwest market.

Mr. Reynolds commented on the complexities of the site. He asked about her level of experience and whether volunteers or employees would be available to assist in staging the event. Ms. Greene explained that she has worked in the music arena for approximately 20 years and at festivals for approximately 10 years. She considered the project after relocating to the area last December. Currently, the organization has a sponsorship director who is seeking funding from large corporations. Ms. Greene said she is responsible for local contributions and coordinating with local municipalities. She plans to hire staff when funding becomes available to include a main production position, an accountant, and marketing personnel. She has experience as a manager in the music industry.

TUMWATER CRAFT MARKETING:

Manager Cook presented the funding application for Tumwater Craft Marketing. The request is for $20,000. The City's overall economic redevelopment plan for the City focuses on brewery redevelopment building on brand equity in Olympia Beer and expanding that to the craft industries. Although initial efforts began slowly, the City has attracted seven local brewers in addition to cider makers and distillers. The craft industry food and beverage tourism is popular and is results oriented. The budget for marketing will help expand efforts to promote Tumwater as a destination. Over the last several years, the City installed wayfinding signs directing travelers to the Warehouse District, Craft District, and the Brewery Park at Tumwater Falls. The City created districts with banners and promotional materials for the Warehouse District that would be expanded to the Craft District. The City hosts a Facebook page and a blog on *Tumwater Craft*. The City needs to continue building audience and followers of the Facebook page and the blog and to capitalize on professional bloggers for travel and craft beverage to attract more followers. The funds will help continue efforts. With scheduled openings of new facilities, it represents another investment in the City's long-term strategies.

Mr. Sohal asked about the status of last year's funds. Manager Cook explained that all funds were used to purchase banner arms for poles along Capitol Boulevard throughout the Craft District.

Mr. Bills asked whether lodging tax is the only funding source to support efforts. Manager Cook affirmed LTAC funds are the only source of funds to support marketing efforts. The lack of funds will affect the ability to purchase more banners.

TUMWATER ARTESIAN BREWFEST:

Tumwater Parks and Recreation Director Chuck Denney reported last year the Artesian Brewfest was not held because of COVID. This year, the department received approval in June to move forward with

the 2022 event because COVID regulations have evolved enabling an outdoor event. The event typically requires a year of planning with planning for next year's event completed in several months by working with Thurston County Health Department to scale the event and incorporate some distancing requirements. A typical event features approximately 55 brewers, distillers, wineries, and cider makers offering 200 beverage options for attendees. This year, the number was reduced to 30 vendors offering 78 beverage options.

Director Denney shared a promotional video of a previous Brewfest. The video is provided to potential event sponsors for next year's event. For the 2022 Brewfest, the goal is to host a near-normal event with increased participation. Additionally, the 2022 Brewfest features live music in partnership with Madrid Productions in Seattle, which is also a partner with the owner of the Craft District to attract live bands. *The Vibe,* a band from Seattle will perform to help promote the event to the Seattle music scene. Ethan Tucker was also featured at a prior event. Mr. Tucker was a finalist on the *Voice* TV show. Next year, the intent is to continue building on the notoriety of music groups to offer music at the 2022 event.

The Tumwater Artesian Brewfest builds on the theme of creating a sense of place in Tumwater by offering something unique and through celebrating crafts in the City by working closely with the Warehouse District and Craft District. The Brewfest also collaborates with South Puget Sound Community College with its brewing and distilling program and close ties to WSU food sciences, craft brewing, distilling, and cider making. Many brewfests feature drinking beer and offering different beers to generate revenue. Tumwater's Brewfest is focused differently by celebrating the brewing craft in Tumwater and requiring each brewery or distiller to attend the Brewfest to sell and serve its product. Owners are available to answer questions about their products. The City markets the event outside of Thurston County to promote Tumwater. The Brewfest has attracted brewers and distillers from Bellingham, Seattle, Aberdeen, Ellensburg, Spokane, and Oregon. The City mails approximately 20,000 coasters to all participating breweries, wineries, distillers, and cider makers. The coasters are featured in their tap rooms promoting Tumwater and the Brewfest. Those businesses feature the Brewfest on their social media pages and invite their clientele from their breweries to come to Tumwater to attend the Brewfest. In 2021, the Brewfest attracted 2,800 attendees. The goal in 2022 is to attract 5,000 to 6,000 attendees.

Mr. Reynolds commented on how he was impressed that the City was able to host the Brewfest last year despite COVID. Many venues tried to host their event and were unsuccessful. Director Denney affirmed

the event was challenging with vendors withdrawing the day before the event because of the pandemic or the lack of staff. The 2019 event attracted 5,000 participants. The 2022 Brewfest is scheduled on August 20, 2022.

RECESS: The meeting was recessed from 10:19 a.m. to 10:34 a.m. for a break.

TUMWATER DOWNTOWN ASSOCIATION: John Morton, President, Tumwater Downtown Association, presented the proposed application. Tumwater Downtown Association sponsors the Artesian Festival and the Fireworks Show on the 4th of July. The association is looking forward to the festival and fireworks show in 2022. The festival will continue to grow and expand with children's activities and live entertainment. The association enjoys its partnership with the City to sponsor a festival and the largest fireworks show in the South Sound area. The festival and fireworks is held at the Tumwater Valley Golf Course. The Parks and Recreation Department have gone above and beyond to help ensure a successful festival and fireworks show.

Mr. Reynolds asked whether the association has experienced a price increase for fireworks. Mr. Morton affirmed that similar to other commodities, the cost of fireworks has increased. Shipping of the fireworks from overseas is not easy and is always at a premium for the 4th of July. The increase has been approximately 10% to 14%.

Ms. Ro asked about the turnout in 2021 compared to 2019. Mr. Morton said the event in 2021 only featured the fireworks show with no festival because of COVID. The association is looking forward to hosting both events next year. It is likely the event will attract its largest crowd in its history. The fireworks show was viewed from various locations throughout the City. No one was allowed to enter the golf course last year.

Mr. Bills asked how the association is contending with its funding deficit as no revenue was received last year and the funding from the committee did not cover the entire cost of fireworks. He asked about financial projection for 2022. Mr. Morton replied that there is a high expectation that turnout in 2022 will be substantial. Last year was difficult for the association with no revenue other than for LTAC funding. The association is optimistic the financial forecast will improve as more people attend the festival.

Mr. Bills asked about contact with the Thurston County Health Department in terms of pandemic requirements. Mr. Morton said the association will follow any procedures and protocols required next year.

Chair Swarthout asked whether the association was able to use the LTAC funds last year. Mr. Morton said LTAC funds were used to purchase the fireworks with the remaining balance paid from the association's reserves.

TUMWATER HISTORICAL ASSOCIATION:

Don Trosper, Tumwater Historical Association, said he is substituting for Dave Shade, the association's Treasurer who was unable to attend because of medical reasons. The pandemic has severely harmed small historical groups and museums because many of the patrons are senior citizens who were hesitant to leave their homes. Restrictions on live events affected the association in terms of limiting income.

Several candidates are considering assuming some leadership positions within the organization, which will help in promoting more interest in hosting more activities. The grant from last year was not used. Knowing funds would likely be available for programming, some of the interested candidates would likely want to join the association and assume leadership positions to help revitalize the Tumwater Historical Association.

Ms. Ro asked whether the association has sponsored any events this year. Mr. Trosper replied that no events were held because of COVID and none have been scheduled until COVID restrictions are lifted. It is likely the association would sponsor several hands-on living history activities. Other events include the quilter groups and history activities, such as a video training series on pioneer skills. Local history talks were also discontinued at the Schmidt House because of the pandemic. He does not foresee the same level of attendance as the talks had attracted approximately 85 individuals prior to the pandemic.

TUMWATER MARCHING BAND FESTIVAL:

Andrew Landowski, Band Director, Black Hills High School, reported the Tumwater Marching Band Festival directly benefits the band program at Black Hills High School and Tumwater High School. Both high schools collaborate to sponsor the event since 2006 on the second Saturday in October. The festival has not been held for the last two years because of COVID. The organization was established to keep students engaged and busy and provide a team-oriented activity for youths. The next festival is scheduled on October 8, 2022. The event is one of the largest marching band festivals in the state with bands attending from Oregon, Idaho, and all areas of the state representing approximately 18 to 20 bands along with 2,500 family members and friends. The festival was not held in 2020 and 2021 because of the pandemic. The festival advertises local hotels within the festival program and registration packets, and on the festival website. Registration rebates are offered for schools that book hotel rooms for parents, chaperones, and bus drivers. Some schools do not allow students to stay in hotels, as they are required to stay at local

school gyms. However, many chaperones, bus drivers, and parents stay in local hotels. The festival also advertises local restaurants and attractions.

Mr. Landowski reported the Department of Health guidance for performing arts was very difficult and has loosened somewhat this year. However, in 2020, the festival required separation of youths by nine feet, which was difficult for a marching band and for practicing. In addition, masking was required and bus driver availability was limited with school districts encountering challenges in filling bus driver positions. Last year's national enrollment in band programs for grades 5 through 12 reduced by 22% because of the pandemic. Black Hills High School experienced a reduction of approximately 8%. The festival has been cleared to sponsor the event next year.

Chair Swarthout asked why students were restricted from staying at hotels and if it is a new policy because of COVID. Mr. Landowski explained that different school districts have some liability concerns surrounding the chaperoning of students in hotel rooms. He does not believe the restriction is associated with COVID, but rather it depends on the school district's administration. The Tumwater School District imposes the restriction. Typically, the restriction applies only to middle school students.

Ms. Ro asked about the ranking of the festival in terms of size and participation compared to other marching band festivals in the state. Mr. Landowski reported the 2019 festival was the largest marching band festival in the state with the highest number of bands participating. On average, other festivals host 12 to 14 marching bands. The Tumwater Marching Band Festival attracts 18 to 22 bands. Fortunately, the festival has not turned away bands but limitations have been placed on the number of bands advancing to the finals during the years where more than 22 bands participated because of limited number of time slots during the festival.

TUMWATER SOCCER CLUB - KICK IN THE GRASS SOCCER TOURNAMENT:

Levi Clemmens, President, Tumwater Soccer Club, reported the Club hosts the Kick in the Grass Soccer Tournament each year. The tournament is the longest running soccer tournament in the state spanning 42 years. The tournament is a primary fund-raiser for the Tumwater Soccer Club and it assists the organization in fulfilling its mission to provide affordable soccer opportunities to youth in the Tumwater community. The organization is operated by volunteers and is a nonprofit organization. He has served as President for the last nine months but has been with the organization for 10 years. The funds are reinvested into the community for field maintenance and improvements, equipment, and supporting school district and other community soccer fields. The club provides college scholarships to

students of approximately $5,000 to $6,000 each year. In 2021, the Club was able to host the Kick in the Grass Soccer Tournament; however, full access to all facilities was limited with the tournament utilizing available facilities to the fullest extent possible. Many of the schools were not open and many of the fields were not maintained. The 2021 participation rate was half of a normal tournament with 57 teams playing 100 games on 12 local fields to include four fields at Pioneer Park. Based on calculations, the tournament attracted 3,700 participants to Tumwater. A club in Sequim sent 10 teams to participate in the tournament. The tournament also attracts participants who stay at local hotels during the weekend along with their families. Some participant feedback reflected that some families were unable to find local accommodations as all hotels were at capacity during that weekend. In 2022, the Club projects a normal participation rate doubling hotel room nights. The Club also promotes local venues and activities.

Ms. Ro asked whether capacity of the 2021 was half of the typical tournament. Mr. Clemmens affirmed the Club reached capacity and had to turn away some teams as the demand was greater than the Club's ability to accommodate teams. With schools opening, the Club anticipates having full access to all fields. Many of the teams from other states did not attend the 2021 tournament because of the pandemic.

Ms. Ro inquired as to the process parents and families use to book their hotel rooms. Mr. Clemmens said the Club does not coordinate any hotel bookings or collaborate with any booking agent. Local hotels are included on the Club's website. Ms. Ro noted that in previous years, the tournament was linked with a travel agent located in Vancouver, Canada who was extremely difficult to work with as well as charging a 10% to 15% commission to hotels. She expressed appreciation for listing local hotels on the website to enable parents to book directly so the hotels are not paying another party a commission.

Mr. Bills said in previous years, the Club has used LTAC funds for marketing. He asked whether the funds for next year would also be used for marketing. Mr. Clemmens responded that the Club has historically used LTAC funds to offset some of the expenses of the tournament for certified referees and field rentals.

VISITOR & CONVENTION BUREAU OF THURSTON COUNTY – DBE: EXPERIENCE OLYMPIA & BEYOND:

Annette Pitts, Executive Director, Visitor & Convention Bureau (VCB), reported the funding request is based on the organization's compliance of RCWs to receive lodging tax funds and whether the activities of the VCB attract visitors to the region from over 50 miles away who seek lodging accommodations in the area resulting in lodging tax revenue. The work of the VCB does not occur during a

finite window of time but rather throughout the year by a team of professionals. The budget request is reflective of those efforts over the course of the year. Much of the new work this year was built around assurance that the VCB is able to measure, verify, and track the economic output to provide the City with information on its return on investment.

Outbound work is tailored to spotlight Thurston County including Tumwater to major tourism markets. Because the VCB is funded through lodging tax funds, the organization evaluates how it is linking to individuals who will stay at local lodging properties. The VCB plans to deploy different efforts during the year. They include a digital campaign in Portland, Seattle, and Spokane targeting travelers based on where they are located and cross referencing the information with personal interests, such as food and beverage, arts, or outdoor recreation. Digital campaigning enables messaging to those individuals marketing specific locations based on their interests. The VCB will continue to produce traditional print and online advertising, social media advertising, public relations, and printed media. The VCB is targeting in-market targets in the state as well as out-of-state targets as people are still traveling and developing systems for safely traveling following the latest CDC guidelines and government mandates.

Ms. Pitts said the funding request for 2022 is $60,000 to fund the overarching tourism marketing campaign of $50,000 and funds allocated specifically for sports tourism marketing of $10,000.

All efforts by the VCB are through the lens of economic impact. The VCB is investing in a tracking utility that identifies visitors in Thurston County and Tumwater, their home market by zip code, traveling plans, and type of lodging they use. The program enables the VCB to identify the traveler's itinerary and cater specific to the traveler. The program does not provide personal information; however, the program provides information that can be shared between VCB partners to help make informed decisions.

To accommodate some communities expressing concerns about not being represented through the VCB's new branding, the VCB is launching a series of new community co-brands that will dovetail into the *Experience Olympia and Beyond* brand. The *Experience Tumwater* co-brand will align with all efforts by the VCB. New community digital visitor guides will be produced with the possibility of printing the guides moving forward. A new website will be deployed in spring 2022. A new sub-domain for *Experience Tumwater* would be included with reference to the digital visitor community guide for *Experience Tumwater* connecting to the

Experience Olympia and Beyond website. The VCB is investing in professional photography and video clips of locations filmed year-round. The clips will be included within a library available to the City. The VCB is producing a series of two-minute videos. Filming recently began with a film crew and photographer filming the first two videos. The first video, *Just Beyond Olympia*, features the communities of Tumwater, Lacey, Tenino, and Yelm with stories of amazing assets available in each community. The second video, *Experience Olympia,* features *Bountiful Byway,* a 60-mile authentic cultural and culinary experience followed by *Biking Beyond.*

The VCB operates a Sports Commission in collaboration with 10 community stakeholders to promote and effectively leverage offerings.

Executive Assistant Miles clarified that the funding request from the VCB is $75,088.67 based on the VCB's revised application.

WASHINGTON CENTER FOR THE PERFORMING ARTS:

Jill Barnes, Executive Director, Washington Center for the Performing Arts, presented the funding proposal. The Washington Center was closed for 404 days with no live audience because of the pandemic. However, during that time, the Washington Center collaborated with several artists to provide live stream events from live stream platforms and Washington Center's platform. The Washington Center filmed a backstage virtual tour for K-12 students and released the video to all school districts in the region, as well as completing the center's lighting upgrade, which will benefit all touring artists and local arts organizations. The Center continues to work diligently to provide a safe place for local artists for performing and recording, live streaming, or special events. As a result, the Center created many policies and strategies to welcome audiences to the Center for live entertainment. The Washington Center loss a substantial number of administrative staff and recently hired two new administrative positions. The Center is training new box office personnel and front office staff. The last 18 months have focused on retooling policies to complement state guidelines and to serve the community. In addition to a fully vaccinated volunteer and employee workforce, the Washington Center is following industry best practices that are requiring a proof of vaccination or a negative COVID test for all ticket buyers. The timing was appropriate, as the requirement is now standard for all touring artists.

The Washington Center is kicking off its 21-22 season with tickets for sale. Although ticket sales have been slow, there is optimism individuals are interested in attending live events. The Washington Center's Wilco Show has sold out on October 9, 2021. Wilco has won multiple Grammy Awards. The Center has several out-of-county

and out-of-state attendees on the Center's waitlist. However, with COVID variants on the rise and schools back in session, uncertainties still exist. Consumer confidence can be challenging especially when sitting indoors next to a stranger watching a performance. It will take some time with the potential of several years to rebuild. The Washington Center anticipates this season to be another difficult year followed by a transition year. Hopefully, it will be possible to rebuild to a pre-pandemic situation with consistent ticket buyers and revenue growth.

The marketing department welcomed a new Marketing Director with nonprofit and commercial arts marketing experience. The director is eager to connect with citizens and businesses in Tumwater as the Washington Center rebuilds the live event and tourism industry. The goal is to rebuild marketing strategies in alignment with current realities. The Washington Center is investing more funds and strategies in digital marketing as it feeds into the manner as to how people receive information. With public indoor gathering hesitancy, the Washington Center anticipates more last minute ticket buyers, which proved true during a recent show when the Center experienced a 20% walk-up for the event, which is unusual. The Washington Center is improving tracking on print marketing on efficacy to help inform budget allocations for the future. Direct mail will continue with seasonal announcements and offers sent to a broader list of individuals. It is also a good time for some experimental marketing by providing special offers to new markets and new audiences. The Center's email newsletters continue to be popular with the Center expanding its list of contacts. The Center also offers many marketing services to renters of the facility. The website offers updated information.

Ms. Barnes shared information on the difficulty of marketing and the increased resources necessary to attract smaller audiences for shows. Center staff continues to work harder for less return as the Washington Center rebuilds its audience base. The funds represent a strong investment in tourism and for the shared future in local communities. The Washington Center needs support as much as the community needs performance opportunities on stage and live entertainment.

Ms. Ro asked about the number of performances planned during the upcoming season compared to pre-COVID. Ms. Barnes advised that prior to the pandemic, Washington Center offered approximately 42 to 47 shows with approximately 32 shows planned this year, representing more than half prior to COVID. The goal is to continue adding events next spring. Most of the rental events with artistic partners have continued except for some specific events that were more difficult to

host during the pandemic (choirs and rehearsals). Staff is working actively with all artistic partners to deliver live events.

WASHINGTON STATE SENIOR GAMES:

Jack Kiley, President, Washington State Senior Games, shared a short video produced several years ago by ABC in Seattle and broadcasted as one of the *Eric Hero* segments on Channel 4. The video features several senior games competitive events.

Mr. Kiley reported Washington State Senior Games is a nonprofit volunteer organization providing athletic competition for men and women 50 years of age or older. This year was very challenging because of the pandemic. A recent survey of other state senior games reflected cancellation of many games in many states with other moving senior games to the end of the year. From January through May 2021, the Board waivered as to whether to conduct the senior games this year. One member resigned from the Board because of his belief that the games should not be held this year. Ultimately, the Board considered all COVID CDC guidelines with many participants sending emails about the need to require vaccinations while other participants indicated if vaccinations were mandated, they would not participant. The Board moved forward and hosted the senior games in July 2021 with 1,400 participants registering with 60% of the participants traveling 50 miles or more and 20% attending from other states to participate in the games. Some events were cancelled, as the venues were not available. Track and field events attracted 200 participants and soccer generated 26 teams with many participants coming from New Mexico, Sacramento, Oregon, and Texas. The economic impact from the games as calculated by *Experience Olympia and Beyond* several years ago was estimated to be $1.4 million. The games attract participants who stay in local hotels and eat in local restaurants. Most of the events are sponsored at Tumwater venues. Revenue received for Tumwater events is recycled to the Tumwater School District for payment of facilities for the events

This year, the organization reduced its budget. Normally, shirts are offered to participants. This year, shirts were not offered as well as cancellation of the opening ceremony, and a reduction in the budget for media marketing to remain fiscally solvent. The uncertainty with the pandemic created many changes while peaking more interest from participants and the audience than in previous years. The mission of senior games is to improve health and quality of life of seniors, promotion of camaraderie between senior men and women, as well as an incentive for remaining active.

Ms. Ro congratulated Mr. Kiley for hosting the event despite COVID and attracting such a large turnout. She noted that none of the participants stayed in her hotel during the games. She asked whether

Mr. Kiley received any comments about hotels in terms of safety during the pandemic. Mr. Kiley said there were some misgivings by some of the participants; however, most of the participants traveled from other areas. Some of the basketball participants indicated there appeared to be no changes in Tumwater; however, Thurston County experienced a surge in the virus in July. He received positive feedback from participants with respect to how motels and hotels responded.

2022 TAX HISTORIC AND CULTURAL FUNDING FOR 2022:

Director Denney reported the City has historically divided lodging tax funds into categories designated as the "first 2%" and the "second 2%." The first 2% has been used for the City's historical and cultural programming through a contract between the City and the Olympia Tumwater Foundation, as well as maintenance of the City's historic homes (Crosby House & Brewmaster House), Union Cemetery, and the historic brew tower.

The COVID pandemic affected a number of historic and cultural programs and events. Because of COVID regulations, the City was not able to host normal programs in the Schmidt House or the Brewmaster's House. The Olympia Tumwater Foundation also did not host monthly history talks in the Schmidt House. River walk tours were limited in the number of participants. Both the City and the Foundation adapted and offered new options while maintaining the houses and the historic cemetery.

For 2022, the proposal is to maintain the same budget as in 2021 totaling $60,000 for the historic buildings (Brewmaster's, Crosby, and the historic cemetery), $60,000 for historic programs (primarily offered by Olympia Tumwater Foundation in partnership with the City), and $30,000 to the historic old brewhouse.

In 2021, the budget was $150,000 from LTAC funds, which was expended. In 2022, because of COVID, staff expects less funding than in 2021. The City is committed to utilizing the 2% available for historical and cultural activities and funding any remaining amount through the City's general fund.

The overall attendance to events and programs in 2020 totaled 33,620 participants reflecting a significant reduction from normal years. The Brewery Park at Tumwater Falls was closed most of the 2020 because of COVID and because of some construction projects. The park partially opened this year and the Foundation predicts the park will host 25,000 visitors by the end of 2021. The Brewery Park at Tumwater Falls is a private facility and is the most visited attraction of all parks in the region. City staff plans to continue to work with the Foundation to support funding the

Foundation receives from LTAC and from the City. Both entities are working closely on the City's archives of all historical assets. The City has a large photo archive documenting the history of Tumwater from the mid-1800s to today. Staff is working with the Foundation on a new archival management system that will also afford availability of photos to the public. Other efforts include management of the Arts Walk and History Talks as Parks and Recreation programs with staff organizing and managing registration of the events and the Foundation hosting the programs.

Manager Cook updated the committee on the status of the old brewhouse. Last year, the City closed out the masonry repair and brick restoration program, which had been delayed because of COVID and visits from personnel from the Department of Archeology and Historic Preservation. It also enabled some time for the City to offer tours of the site to state elected officials. The closeout of the project enabled the City to receive grant funds of $500,000 for the project. The current project is the second phase for seismic retrofit of the structure. Public access is not possible until seismic improvements are completed. Efforts will begin to consider different types of programming in the building. Security has also been enhanced for the site.

Director Denney reported the funding proposal for 2022 is $150,000 for the three programming needs as described. He asked for the committee's approval of the funding allocation for 2022.

MOTION:

Brian Reynolds moved, seconded by Chami Ro, to recommend the City Council approve $150,000 of 2022 Lodging Tax funds for the Historic and Cultural facilities and programs. A voice vote approved the motion unanimously.

2022 LODGING TAX UPDATE:

Executive Assistant Miles reported during 2020 and 2021, most applicants struggled to host events in an environment with COVID guidelines continually changing. As a result, approximately $82,000 was utilized with the remaining funds paid only after the event was held. For those events that cancelled or did not move forward, the funds remained with the City. For 2022, the City recommends a funding level of $160,000 for tourism and marketing; however, if events did not occur in 2020 or do not occur in 2021, an additional one-time funding amount of $50,000 is available. As in the past, the committee has been able to allocate more funds due to additional lodging tax funds. City Administrator Doan recommends allocating the $50,000 separately similar to prior practices. However, as the City received no applications for new events, the funds would not be restricted. The committee has indicated a preference to consolidate the funds to support tourism,

marketing, and events rather than separating the funds.

Ms. Ro asked whether the funding account for new events would continue each year or whether the option was a trial for first several years. Executive Assistant Miles reported when the committee first designated a fund for new events former Councilmember Nicole Hill was the Chair. At that time, the committee agreed the definition of a new event would be a new event and not an additional event added to an existing event. Additionally, as the goal was to attract more tourism to Tumwater, the event was required to be held within the City limits to be considered a new event. The committee earmarked the fund for three years and because no new event applications were submitted, the committee agreed to allocate some of the funds to existing events or festivals. She noted that since the level of funding is projected, the amount of funds projected for 2022 is $160,000 plus $50,000. The City does not recommend allocating the full amount of $50,000 this year and recommends retaining a portion for next year. She added that this year, two new applicants have applied but the events are not located in Tumwater. Based on the committee's prior definition of a new event, neither of the applicants would qualify as a new event. The Craft District application could be considered a new event. Those issues speak to why it can be confusing to designate several categories of funds.

Mr. Reynolds noted that he addressed the issue because having different funding accounts often creates some confusion. He added that it is not necessary to allocate all funds as any unallocated funds would roll over. However in the next several years, there likely would be more events and more funding needs. He proposed designating $185,000 for the total funding amount for the 2022 program increasing the amount by $25,000 from the remaining $50,000. He proposes not designating different types of events but allocating all funds whether new or existing events. The remaining amount of $25,000 would roll to 2023.

Ms. Ro supported the funding proposal.

Mr. Bills commented that when the new event program was established it was intended to serve as an incentive to attract more events to Tumwater. However, given the current environment, he agreed that moving forward more events would increase with funding needs. He supports allocating half of the $50,000 to increase the 2022 funding level to $185,000.

Satpal Sohal supported the proposal.

Ms. Ro asked whether any meeting space is available within the City large enough to host the New Gateway Rotary Club of Thurston County event and the new TOMORROW event. Chair Swarthout advised that the events are not planned for hosting in Tumwater. She encouraged the committee to consider applications for events hosted in Tumwater.

Mr. Reynolds referred to applicants receiving LTAC funds from Olympia and Lacey as well as from Tumwater. There has been and continues to be a concerted effort by all jurisdictions to help fund events held in all three jurisdictions.

Chair Swarthout asked whether the Olympic Flight Museum receives LTAC from Olympia. Mr. Reynolds affirmed the City of Olympia and the City of Lacey both contribute funding for the air show it is considered a regional event providing benefits to all jurisdictions.

Chair Swarthout added that she has a concern that new TOMORROW event in Olympia is sponsored by a for-profit organization. The committee typically funds non-profit events.

Mr. Reynolds pointed out that for-profit events can receive LTAC funding. The City has funded for-profit events in the past.

The committee discussed different LTAC funding levels available to each of the jurisdictions.

Mr. Reynolds commented that some of the new events are not sufficiently planned to the point where he believes taxpayer funds should be allocated as his concern surrounds funding new events that lack any historical success versus long-term events that have proven successful over the years. His concern is allocating funds for advertising and the event fails to be executed.

Executive Assistant Miles reminded the committee of the option of offering a zero funding recommendation for any event. She asked for input on whether the remaining $25,000 would roll over to 2023 events or considered by the committee later in the year if a new event is proposed in the City.

The committee supported rolling the remaining $25,000 forward for the 2023 funding cycle.

RECESS: **Chair Swarthout recessed the meeting at 12:16 p.m. for a recess until 3:00 p.m.**

RECONVENE: **Chair Swarthout reconvened the meeting at 3:00 p.m.**

2022 LODGING TAX FUNDING RECOMMENDATIONS: Chair Swarthout reported $185,000 would be available in lodging tax for distribution in 2022. She invited the committee's review and recommendations for 2022 LTAC funding allocations.

Chair Swarthout and Mr. Reynolds did not offer a funding recommendation for their respective organization's funding request(s).

Assistant Finance Director Carter tracked funding recommendations by each member for the following applicants:

1. Capital Lakefair – requested $6,000
2. Craft District Opening Celebration (New Event) – requested $6,000
3. Gateway Rotary Club of Thurston County New Event – requested $5,000
4. Olympic Flight Museum – requested $39,000
5. TOMORROW New Event – requested $25,000
6. Tumwater Artesian Brewfest – requested $18,000
7. Tumwater Craft Marketing City of Tumwater – requested $20,000
8. Tumwater Downtown Association – requested $30,000
9. Tumwater Historical Association – requested $5,000
10. Tumwater Marching Band Festival – requested $5,000
11. Tumwater Soccer Club – requested $14,000
12. Visitor & Convention Bureau of Thurston County – requested $75,088.67
13. Washington Center for the Performing Arts – requested $15,000
14. Washington State Senior Games – requested $15,000

The committee discussed, adjusted, and recommended a final funding amount for each organization.

MOTION: **Brian Reynolds moved, seconded by Chami Ro, to recommend the City Council allocate $180,600.00 in LTAC funds to the following organizations in the amounts as noted:**

1. **Capital Lakefair – Award Recommendation $3,600**
2. **Craft District Opening Celebration (New Event) – Award Recommendation $5,000**
3. **Gateway Rotary Club of Thurston County New Event – Award Recommendation $2,000**
4. **Olympic Flight Museum – Award Recommendation**

$36,000

5. **TOMORROW New Event – Award Recommendation $2,400**
6. **Tumwater Artesian Brewfest – Award Recommendation $13,500**
7. **Tumwater Craft Marketing City of Tumwater – Award Recommendation $15,000**
8. **Tumwater Downtown Association – Award Recommendation $20,000**
9. **Tumwater Historical Association – Award Recommendation $3,800**
10. **Tumwater Marching Band Festival – Award Recommendation $5,000**
11. **Tumwater Soccer Club – Award Recommendation $11,100**
12. **Visitor & Convention Bureau of Thurston County – Award Recommendation $38,400**
13. **Washington Center for the Performing Arts – Award Recommendation $11,000**
14. **Washington State Senior Games – Award Recommendation $13,800**

MOTION: **A voice vote approved the motion unanimously.**

Executive Assistant Miles reported the Council is scheduled to consider the committee's recommendation on October 19, 2021.

ADJOURNMENT: **With there being no further business, Chair Swarthout adjourned the meeting at 3:31 p.m.**

Prepared by Valerie Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net

TO: Lodging Tax Advisory Committee (LTAC)

FROM: Hanna M. Miles, Executive Assistant/Deputy City Clerk

DATE: September 21, 2022

SUBJECT: 2023 Lodging Tax Applicant Interviews and Funding Recommendation

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1) Recommended Action:

Determine a funding recommendation for 2023 Lodging Tax to the Tumwater City Council. The Lodging Tax Advisory Committee (LTAC) funding recommendation is tentatively scheduled before the Tumwater City Council on October 18, 2022.

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2) Background:

Applicants will present for 5 minutes, followed by 5 minutes of Q&A from the Committee.

Sixteen applicants request a total of $278,800.00 in Lodging Tax funds. City of Tumwater estimates the Lodging Tax Advisory Committee will have $190,000 to distribute for tourism marketing, festival, and special event applications. This includes any unused funds from 2022, and the remnants of the one-time funding from COVID canceled events.

Pursuant to RCW 67.28.180, the City of Tumwater collects a 4% lodging tax on hotel and motel stays within the City. The City allocates one-half of that amount (2%) each year to fund historic preservation activities. The second half is available to be allocated by way of a competitive annual process through the Lodging Tax Advisory Committee. Allocation of funds pursuant to this process must be consistent with TMC 3.12 and RCW 67.28.1816. The Tumwater City Council passed Resolution No. R2016-006 which created a policy to guide the City's investment of Lodging Tax in tourism related activities, facilities, and programs.

The most recent Final Reports, Invoices, and Scopes of Services have been included for returning applicants.

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3) Alternatives:

- ❑ Schedule an additional meeting if necessary
- ❑ Some other course of action

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4) Attachments:

A. Lodging Tax Applicant Interview Schedule
B. 2023 LTAC Tourism Marketing and Special Event Applicant Summaries
C. Lodging Tax Funding History with 2023 Funding Requests
D. 2023 Lodging Tax Applications

A

City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4138

Lodging Tax Applicant Interview Schedule
Wednesday, September 21, 2022
Tumwater City Hall, Council Chambers
555 Israel Road SW, Tumwater WA 98501
9:00 a.m.

9:05 a.m.	Tumwater Marching Band
9:15 a.m.	The Washington Center for the Performing Arts
9:25 a.m.	Olympic Flight Museum
9:35 a.m.	Washington State Senior Games
9:45 a.m.	Capital Lakefair
9:55 a.m.	Tumwater Valley Golf Club - Parks & Recreation
10:05 a.m.	Team Tomorrow LLC
10:15 a.m.	Tumwater Artesian Brewfest
10:25 a.m.	Gateway Rotary Club of Thurston County
10:35 a.m.	Break
10:45 a.m.	Tumwater Historical Association
10:55 a.m.	Visitors & Convention Bureau of Thurston County / dba: Experience Olympia and Beyond
11:05 a.m.	Tumwater Soccer Club
11:15 a.m.	Tumwater Downtown Association
11:25 a.m.	Tumwater Area Chamber of Commerce
11:35 a.m.	Olympia Tumwater Foundation
11:45 a.m.	Tumwater Craft Marketing
11:55 a.m.	*(back to agenda)*

B

2023 LTAC Tourism Marketing and Special Event Applicant Summaries

Applicant	Summary	Requested Amount
Tumwater Marching Band Festival Kari Hertter, Treasurer PO Box 14755 Tumwater, WA 98511	**Funds will be used for similar costs/programs as previous years:** to promote and advertise the Tumwater Marching Band Festival. The festival and competition is open to all high school bands in the Pacific Northwest Region and is one of the largest in the State, bringing in 1,500 plus participants and spectators. Due to COVID, 2020-2022 events were canceled. To recover from lost momentum, TMBF will revamp current promotional programs and continue to build on their website to promote the 2023 event and the Tumwater area. Costs include advertising, marketing, banners, adjudicator fees, awards and other event fees.	**$5,000**
Washington Center for the Performing Arts Jill Barnes, Executive Director 512 Washington Street SE Olympia, WA 98501	**Funds will be used for similar costs/programs as previous years:** to support marketing and outreach activities, mail print advertising, and send over one million email per year, including weekly e-newsletters and targeted event e-blasts, advertise performances in print and electronic media, and increasingly advertise using social media. Maintain a website with over 1,000 clicks/day that has the ability to sell tickets 24/7. Send press release materials throughout Western Washington. Dozens of local organizations rent The Center and promote their events throughout our region. These materials focus on activities at the Washington Center for the Performing Arts, Kenneth J. Minnaert Center for the Arts, and Harlequin Productions - a recently established contract to operate the box office and front house services.	**$15,000**
Olympic Flight Museum Teri Thorning, Olympic Air Show Coordinator 7637-A Old Highway 99 SE Tumwater, WA 98501	**Funds will be used for similar costs/programs as previous years:** to promote and implement the 2023 Olympic Air Show and for the procurement of aerobatic demonstrations. Tumwater funds are applied separately for the purpose of performer fees and incentives to include lodging, rental vehicles, marketing, promotion, and operational costs. The event serves as the Olympic Flight Museum's primary fundraising activity, and raises revenue which helps fund year-round operations of the museum to help explore, preserve, educate and promote the history of aviation. Because of this event, the museum can provide a year-round attraction and place to visit when tourists are looking for activities in every season.	**$42,300**

2023 LTAC Tourism Marketing and Special Event Applicant Summaries

Washington State Senior Games Dianne Foster, Board of Directors President PO Box 14547 Tumwater, WA 98511	**Funds will be used for similar costs/programs as previous years:** to support the 2023 Washington State Senior Games in July and August. Costs include marketing, venue rental (approximately $3,800 to rent the stadium and fields from the Tumwater School District), insurance, event officials, t-shirts, and medals. The Games consistently attract the largest gathering of senior athletes in the State, with activities held in venues throughout Tumwater, Olympia, and Lacey. Competitors travel from throughout the northwest to the South Sound to compete in 24 different sports in an atmosphere promoting health, physical fitness, competition, and companionship. This year, despite inflation and travel complications, approximately 1,800 seniors participated.	**$15,000**
Capital Lakefair Karen Adams-Griggs, Vice President PO Box 2569 Olympia, WA 98507	**Funds will be used for similar costs/programs as previous years:** to support marketing efforts, travel of the Lakefair float to communities around Washington, Oregon, and British Columbia, insurance and facilities costs. The Lakefair float is transported to 14 different parades and incorporates signage and elements to promote Tumwater, Olympia and Lacey, as well as verbiage in parade scripts supplied to announcers along the route and TV announcers for larger events such as Seattle Seafair and the Spokane Lilac Festival. Capital Lakefair promotes and hosts a family-friendly 5-day community festival that celebrates Thurston County.	**$6,000**
Tumwater Valley Golf Club Dave Nickerson, Operations Manager 4611 Tumwater Valley Drive SE Tumwater, WA 98501	**Funds will be used for similar costs/programs as previous years:** to compete to host the WIAA State High School Golf Championships and build upon the "Wow Factor" TVGC has created to set ourselves apart in order to compete with Eastern Washington's desired weather. This year's participants were welcomed by street banners lining Capitol Boulevard and Tumwater Valley Drive. TVGC created a tunnel of signs to the first tee that highlighted each school represented. This turned out to be a popular photo opportunity. Typically only seen at exclusive events, TVGC created a hospitality tent for volunteers, coaches and officials. If successful with securing these funds, TVGC will purchase a set of portable bleachers for spectators, custom logoed TVGC/WIAA State Golf 10x15 tent dedicated as the official hospitality tent, and custom logoed pin flags. This event brings thousands of people to Tumwater.	**$6,500**

2023 LTAC Tourism Marketing and Special Event Applicant Summaries

Team Tomorrow LLC Christen Greene, Founder, Head of Talent 3701 Pacific Avenue SE Olympia, WA 98501	**Funds will be used for similar costs/programs as previous year:** to help cover the cost of the following goods and services necessary to hold a successful event of this size and scope, including the budget needed to book great local, regional, and national talent. Staffing: security, hospitality, box office, production, merchandise; Production: PA sound system, lighting, sound engineer, stage manager; Festival Infrastructure: Stage, safety barriers, waste management, toilets; Marketing: Targeted social media ads, print flyers, radio spots, billboards. The South Sound Block Party is designed to bring people from throughout the region and beyond together for an affordable, fun weekend of live music and great food. It celebrates the South Sound's rich musical history and legacy, while also featuring a diversity of national acts.	**$10,000**
Tumwater Artesian Brewfest Parks and Recreation - City of Tumwater Director Chuck Denney 555 Israel Road SW Tumwater, WA 98501	**Funds will be used for similar costs/programs as previous years:** to support promotions and marketing of the Tumwater Artesian Brewfest and the legacy of brewing in Tumwater. Marketing to target audiences to more likely generate hotel stays (over the age of 21, craft beverage/beer/brewing interests, residing beyond the South Sound region - Seattle to Portland metro regions). Marketing to include targeted social media ads, brewing publications, newspaper advertisements in Seattle, JBLM, Portland, and South Sound, regional radio, television, and online ads. Posters and coasters advertising the event are delivered to local breweries and restaurants, as well as to each brewery participating in the event around Washington and Oregon.	**$18,000**
Gateway Rotary Club of Thurston County Amanda Vey, Club President PMB 404 1401 Marvin Road NE, Suite #307 Lacey, WA 98516	**Funds will be used for similar costs/programs as previous years:** marketing and promotional activities directed at out-of-county attendees, via radio, digital, and social media. Brats, Brews, and Bands Festival is a large, fun, 21-and-over event that brings together 10-12 bands offering a variety of music genres; local beer, wine, and cider; a variety of food options; and a place for diverse people to gather and enjoy the community. It is the primary annual fundraiser for the Gateway Rotary Club of Thurston County. Proceeds raised go toward youth and literacy programs in Thurston County.	**$5,000**

2023 LTAC Tourism Marketing and Special Event Applicant Summaries

Tumwater Historical Association Sandra Gray, Secretary PO Box 4315 Tumwater, WA 98501	**Funds will be used for similar costs/programs as previous years:** printing and mailing costs of informational brochures, newsletters, posters, flyers, advertising, filming of activities, social media, website, equipment, supplies and other costs to market and advertise the following events: hands on pioneer activities for children and families, reenacting and heritage events, and Pioneer University historical classes. At least one of these events will include participation from many historical groups, some as far away as Portland, Oregon, Vancouver, Puyallup and Port Angeles, as well as Thurston County groups.	**$5,000**
Visitors & Convention Bureau of Thurston County DBA: Experience Olympia & Beyond Annette Pitts, CEO PO Box 1394 Olympia, WA 98507	**Funds will be used for similar costs/programs as previous years:** to support the organization's regional destination marketing and development initiatives and to serve as the region's Sports Commission, attracting athletes and spectators to the region. Actions include further investment in the latest industry-leading research tools to measure, track and evaluate all marketing investments; continue to strategically base content development decisions, ensuring inclusion on our website, social media posts and email newsletters to opt-in subscribers from around the world; employ a comprehensive public relations campaign that will include story pitches to major media outlets, social media influencer partnerships, FAM tours and crisis communications if needed; conduct advertising campaigns through print, digital platforms including programmatic display and social media; build out and share content including photos and videos with the City of Tumwater. Provide market intelligence to the City about visitor trends throughout year, which can include: where visitors are traveling from, what the ratio of locals to visitors are within Tumwater throughout the year, visitation trends - time of year, popular Tumwater market segments and most importantly, economic impact. Committed to DEI, EOB will continue to cultivate a program inclusive to our residents, business stakeholders and guests. All of our efforts are specifically targeted toward putting heads in beds and driving visitor spending.	**$61,000**

2023 LTAC Tourism Marketing and Special Event Applicant Summaries

Tumwater Soccer Club Kick in the Grass Soccer Tournament Wayne Graham, Vice President PO Box 14304 Tumwater, WA 98511	**Funds will be used for similar costs/programs as previous years:** to offset costs associated with coordinating and running the 44th Annual Kick in the Grass soccer tournament. Costs include field rentals, equipment expenditures, referee fees, tournament costs and awards. The 2022 Tournament consisted of 56 teams with 31 teams traveling more than 30 miles. Teams from Lake Stevens, Bremerton, Port Orchard, Kelso, Edgewood, Seabeck, Longview, and Port Angeles competed. This event is expected to bring over 6,000 people to Tumwater. The Club informs local businesses of the event so they will be prepared for extra customers and knows many participants/guests stay in Tumwater hotels and eat at Tumwater restaurants. The tournament focuses on recreational level teams and is the Club's primary fundraiser which allows the Club to offer affordable soccer opportunities to youth in the Tumwater School District.	**$15,000**
Tumwater Downtown Association John Morton, President 1950 Black Lake Boulevard SW Tumwater, WA 98512	**Funds will be used for similar costs/programs as previous years:** marketing and promotion of the 23rd Annual 4th of July Artesian Festival at the Tumwater Valley Golf Course, along with direct costs that include the fireworks show, children's activities and games, and additional festival entertainment. TDA will continue to expand on the history and tradition of the Artesian Festival and will continue to promote all aspects of the 4th of July celebration. The event will expand to include live music and entertainment at the festival. Marketing efforts utilize direct mailings, flyers, magazines, website promotion, social media platforms, radio advertising, and extensive marketing in the greater Western Washington area. Prior years have had as many as 14,000 people attend this family-oriented community celebration of Independence Day and the City of Tumwater.	**$30,000**
Tumwater Area Chamber of Commerce Gabe Toma, President 855 Trosper Road SW, #108-229 Tumwater, WA 98512	**Funds will be used for similar costs/programs as previous years:** provide Visitor Information Services operated by a team of Tumwater School District educators and their students. The Tumwater Visitor Center serves as a promotional tool for the community to display and highlight lodging, restaurants, and recreational opportunities so that travelers can easily see their options and are encouraged to eat, play and stay in Tumwater. The Tumwater Visitor Center is designed to provide a brick-and-mortar visitor experience for area tourists. Now that the Visitor Center on the Capitol Campus is closed, this is a unique opportunity to reach tourists who typically would have visited that location and draw them directly to Tumwater.	**$15,000**

2023 LTAC Tourism Marketing and Special Event Applicant Summaries

Olympia Tumwater Foundation John Freedman, Executive Director PO Box 4098 Tumwater, WA 98501	*****Existing applicant but funds will be used for a new project**:*** a promotional video by noted creative director and videographer Austin DeWees showcasing the Tumwater Historic District, the proximity of the historic sites (Brewmaster's House, Schmidt House and Crosby House) and how the trail connects the district. Utilizing the latest in aerial technology, the video will include a well-timed "first person view" and aerial fly-over from the lower Tumwater Historical Park up the Deschutes River (over the lower falls lookout and bridge), through both sides of the trail system, over the upper bridge, and around the salmon ladders and hatchery. It will include historic photos and aerial footage from today to give context to historic locations. This proposal will focus on the entire Tumwater Historic District, but with a focus on the district's largest attraction, Brewery Park at Tumwater Falls, a facility that typically attracts over 250,000 visitors each year. The video will be shot during winter/spring and the peak of the fall salmon run, showcasing the significant and historical natural resources of the river, as well as the hatchery facility. This video will serve as a narrated welcome to Tumwater, is destined to become a reason why tourists and visitors will stop and stay in the City, and will encourage prolonged stays to learn more about the community and its amenities.	**$10,000**
Tumwater Craft Marketing City of Tumwater Ann Cook, Communications Manager 555 Israel Road SW Tumwater, WA 98501	**Funds will be used for similar costs/programs as previous years:** to promote Tumwater as a destination for craft beer, cider, and spirits using a digital marketing campaign, print collateral, and paid advertising. Refine and align craft beverage experience with food tourism branding and marketing strategies to connect with digitally savvy travelers. Develop more segmented and sophisticated digital content that speaks directly to a wider range of craft niches and consumer tastes. Contract for services to develop video storytelling segments that garner high levels of engagement success online. All lodging tax funds will be spent on goods and services with no overhead.	**$20,000**

Total Funding Request: $278,800

CITY OF TUMWATER

C

Lodging Tax Funding History

Funded Organization	2020 Request	2020 Funded	2021 Request	2021 Funded	2022 Request	2022 LTAC Funded	2023 Request	2023 LTAC Recommends
Tumwater Marching Band Festival	5,000	4,641	5,000	4,400	5,000	5,000	5,000	
Washington Center for the Performing Arts	15,000	9,179	15,000	8,500	15,000	11,000	15,000	
Olympic Flight Museum	39,000	37,138	39,000	35,750	39,000	36,000	42,300	
Washington State Senior Games	25,000	17,994	-	-	15,000	13,800	15,000	
Capital Lakefair	6,000	3,070	4,000	2,900	6,000	3,600	6,000	
Tumwater Valley Golf Club - City of Tumwater	4,200	4,200	-	-	-	-	6,500	
Team Tomorrow LLC	-	-	-	-	25,000	2,400	10,000	
Tumwater Artesian Brewfest - City of Tumwater	12,000	9,209	12,000	9,375	18,000	13,500	18,000	
Gateway Rotary Club of Thurston County	-	-	-	-	5,000	2,000	5,000	
Tumwater Historical Association	5,000	4,444	5,000	4,100	5,000	3,800	5,000	
VCB (Experience Olympia & Beyond)	60,000	36,086	50,000	34,000	75,089	38,400	61,000	
Tumwater Soccer Club	12,000	9,618	14,000	9,300	14,000	11,100	15,000	
Tumwater Downtown Association	30,000	18,462	30,000	17,000	30,000	20,000	30,000	
Tumwater Area Chamber of Commerce	12,500	4,945	12,000	4,500	-	-	15,000	
Olympia Tumwater Foundation	4,500	4,444	8,423	3,625	-	-	10,000	
Tumwater Craft Marketing Plan - City of Tumwater	20,000	13,643	18,995	13,000	20,000	15,000	20,000	
Craft District Opening Celebration - City of Tumwater	-	-	4,000	3,625	6,000	5,000	-	
Greater Olympia Dixieland Jazz Society	10,000	6,016	-	-	-	-	-	
WSU Food Systems	10,000	8,478	-	-	-	-	-	
Lodging Tax Requests:	274,400		217,418		278,088.67		278,800	
Lodging Tax Funded:		195,767		150,075		180,600		0
2023 Recommended Funding Level:							**190,000**	
Beginning Fund Balance:		**267,334**		**350,262**		**400,717**		**506,317**
Beginning Fund Balance for New Events:		**14,980**		**0**		**50,000**		**29,400**
Tax Proceeds:		**125,314**		**155,880**		**150,000**	***estimated***	**165,000**
Total LTAC Funds for the Year:		**407,628**		**506,142**		**600,717**		**700,717**
Total Program Expenses:****		**(57,366)**		**(55,425)**		**(65,000)**	***estimated***	**(190,000)**
Less New Event Set Aside Remainder:		**0**		**50,000**		**29,400**		**0**
Less Desired Minimum Fund Balance:		**75,000**		**75,000**		**75,000**		**75,000**
Ending Balance:		**275,262**		**325,717**		**431,317**		**435,717**

**** Includes repeating events; new events; craft marketing

Canceled events - may have received partial funds in 2020

Received 8/3/2022 @ 1:35PM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

D

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Tumwater Marching Band Festival — Organization/Agency Name
27-1330667 — Federal Tax ID Number

Kari Hertter — Contact Name
Treasurer — Title

PO Box 14755 — Mailing Address
Tumwater — City
WA — State
98511 — Zip

360-239-5603 — Phone
www.tumwatermarchingbandfestival.com — Website
tumwatermbf@gmail.com — Email Address

☐ Tourism Promotion/Marketing Activities ☒ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $5000.00
Total Project / Event Budget: $20,900.00

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:
A high school marching band festival/competition with participation from bands all over WA, OR & ID

**If an Event/Festival, complete the following:* ☐ New Event ☐ Annual Event for 18 number of years

Tumwater Marching Band Festival — Name of Event/Festival
Tumwater District Stadium — Location
10/14/2023 — Date of Event/Festival

CERTIFICATION

I hereby state on behalf of Tumwater Marching Band Festival that the:
Organization/Agency Name

Applicant is: ☒ Nonprofit ☐ For Profit ☐ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Kari Hertter-Treasurer — Name and Title
Kari Hertter — Signature
8/2/2022 — Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   This is a high school marching band festival/competition open to all high schools in the PNW region. This festival started in 2006 and has grown to be one of the largest in the state. The proceeds are used to support the marching band/band programs in the Tumwater School District

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

      The funds will be used for advertising, especially after having to cancel our 2020 & 2021 festivals. When you have to cancel an annual event, for any reason, you lose momentum. We will also be continuing work on our new website, pay adjudicator fees, awards and other event fees.

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

      We had to cancel our 2020, 2021 & 2022 festivals due to COVID. No 2020, 2021or 2022 funds were used. We will revamp our current promotional programs and continue to build on our website to promote our event and the Tumwater area

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   We have a board of directors, committee chairs and committee members (10-12 people total) that plan and coordinate the festival during the year and then a team of 60-70 parent & alumni volunteers from both Tumwater high schools that work the day of the event. Volunteer hours are around 1000.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   No

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   No

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   30%

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   The festival brings in 1500+ students and staff from the participating schools plus their families and friends. We also have many local spectators.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

8. How broad-based will the tourism promotion benefit be geographically and economically?

   We advertise to the general public locally through banners, posters, articles, event calendars and radio advertising. We advertise outside our area through the informational emails to the banddirectors and booster clubs of participating schools. We also run Facebook ads promoting our event to a wide area

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

   With an expanded budget, we are able to advertise outside the local area. We do offer registration discounts to bands that book hotel rooms in the area.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

    a) Staying overnight in paid accommodations away from their place of residence or business — 50-100

    b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 300

    c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 1500-1600

    d) Attending but not included in one of the three categories above (a. b. and c.) — 500

    e) Total number of hotel rooms / room nights generated in Tumwater — 20 / 1-2
    # Rooms **#Nights**

    f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 250

    g) Overall attendance — 2500

    h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

    School registrations, ticket sales, gather zipcode information.

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

    School registration forms list the number of students and staff plus ticket sales. We used numbered wristbands for all attendees. We offer registration discounts to those who book rooms and can use that information to track number of rooms.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

    Emails will be sent out to band directors and booster clubs listing the ammenities in the area and shring links to local accomdations. We do have an ammenities page on our website.

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

    Though communications with the band directors and booster clubs, plus information in our programs that are sold the day of the event. Also the announcer will be promoting businesses and sponsors the day of the event. Our website shares information also.

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
    For example: how do you intend to alternatively fund your program / which services will not happen?

    Our adverstising budget will be reduced which could be especially impactful in 2023, with having to cancel the 2020, 2021 & 2022 festivals. Without the 2020, 2021 & 2022 festivals, the funds raised for the Tumwater School District Band program have been severely impacted.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

    Tumwater School District, LnI, Mt. View Church, TAGS, SaniCan and our fabulous sponsors!

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

    The Tumwater Marching Band Festival was founded in 2006 to supplement the marching band program at Tumwater High School. In 2016, the hosting high school was changed to Black Hills High School after the loss of the marching band program at Tumwater H.S. The loss of that program emphasizes the importance of supporting local school music programs. It will take years to rebuild that at Tumwater H.S. The festival also supports, when we can, the bands at the middle schools as those students are future muscians of the high schools.

    We also support one of the local Explorer Posts by making a donation to them for their assistance with traffic control.

Lodging Tax Budget Form

Lodging Tax Applicant: Tumwater Marching Band Festival

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		$1,300.00
Admission:		$6,800.00
Reserves:		$7,500.00
Donations/Contributions:		$0.00
Grants:		
Program Service Fees:		
In-kind Donations:		
Gift Shop:		
Vendor Fees:		
Fundraising Activities:		
City of Lacey Lodging Tax:		
City of Olympia Lodging Tax:		
City of Tumwater Lodging Tax:		$5,000.00
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)	Registration fees from participating bands.	$5,525.00
Other Source:	Concessions	$5,000.00
Other Source:		
Other Source:		
TOTAL REVENUE:		**$31,125.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		
Administration: (utilities, phone, etc.)		$800.00
Marketing and Promotion:		$3,500.00
Professional / Consultant Fees:		$5,100.00
Equipment:		$1,500.00
Facility / Event Venue Rental:		$2,000.00
Travel: (please specify)		
All Other Expenses: (please specify)	Awards	$1,300.00
Other Expense:	Concession Supplies	$2,400.00
Other Expense:	Tshirts	$2,200.00
Other Expense:	Audio, Programs, Explorers for traffic	$2,100.00
TOTAL EXPENSES:		**$20,900.00**
PROGRAM EXCESS (DEFICIT):		**$10,225.00**

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: Tumwater Marching Band Festival

Submitted By: Kari Hertter Date: 4/15/2022

Email Address: tumwatermbf@gmail.com Phone: 360-239-5603

This Report Covers:

Activity Name: Tumwater Marching Band Festival

Activity Type: ☒ Special Event/Festival ☐ Marketing/Tourism Promotion Agency ☐ Facility

Activity Start Date: 10/08/2022 Activity End Date: 10/08/2022

Total Activity Cost: $0.00

Total amount of Tumwater lodging tax funds requested: $5,000.00

Total amount of Tumwater lodging tax funds expended: $0.00

Total amount of lodging tax funds expended from all jurisdictions: $0.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	2,500
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	1,600
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	250
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	100
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	300
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	40
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

Due to the ongoing uncertainty of public education and COVID and the need to redevelop our volunteer base, we are cancelling this years festival.

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

NA - event canceled

Did you complete all of the items on your Scope of Services consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

NA

What expenses did you pay using Tumwater Lodging Tax funds?

None

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

Hoping to have a strong volunteer base to once again have this festival. The COVID years have depleted this valuable resource.

Item 5.

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2021

Open to Public Inspection

A For the **2021** Calendar year, or tax year beginning **2021-04-01** and ending **2022-03-31**

B Check if available
- ☐ **Terminated for Business**
- ☑ **Gross receipts are normally $50,000 or less**

C Name of Organization: **TUMWATER MARCHING BAND FESTIVAL**
PO Box 14755, Tumwater, WA, US, 98511

D Employee Identification Number **27-1330667**

E Website:
www.tumwatermarchingbandfestival.com

F Name of Principal Officer: **Michael Landowski**
1722 91st Ave SW, Olympia, WA, US, 98512

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

TUMWATER MARCHING BAND FESTIVAL

A registered 501(c)(3) tax-exempt non-profit organization. 27-1330667

Board of Directors
Michael Landowski
President

Tom Hertter
Vice President

Mary Vickers
Secretary

Kari Hertter
Treasurer

Committee
Steve Vickers
Chris McNabb
Trish McNabb
Joan Moore
Autumn Ellison
Karin Goheen
Jeff Goheen
Larry Gwinn
Julie Gwinn
Madeline Gwinn
Donna German
Meagan Swenson
Eric Swenson

August 2, 2022

City of Tumwater
RE: Financials

To Whom It May Concern,

Attached are the income and expense spreadsheets for the 2019 Tumwater Marching Band Festival. The 2020, 2021 & 2022 festivals were cancelled due to COVID-19 so we don't have financial information for those years. Our festival does not occur until 10/14/2023.

Total Income: $19,366.78
Total Expenses: $16,617.07
Net Profit: $2,749.71

Sincerely,

Kari Hertter
Treasurer
Tumwater Marching Band Festival

PO Box 14755, Tumwater, WA 98511 tumwatermbf@gmail.com www.tumwatermarchingbandfestival.com

Event Results
Tumwater Marching Band Festival
2019

Income

	Budget	Actual
Total income	**$21,920.00**	**$19,366.78**

Admissions

	Ticket Prices	Estimate	Actual	Budget	Actual
Adults @	$12.00	600	493	$7,200.00	$5,916.00
College Students/Seniors @	$7.00	325	231	$2,275.00	$1,617.00
Button Sales	$0.00	0		$0.00	
				$9,475.00	**$7,533.00**

Band Entry Fee

		Budget	Actual	Budget	Actual
Registration Fee @	$275.00	9	4	$2,475.00	$1,100.00
Registration Fee @	$325.00	9	8	$2,925.00	$2,600.00
Registration Fee @	$175.00	1	0	$175.00	$0.00
				$5,400.00	**$3,700.00**

Sale of Programs

		Budget	Actual	Budget	Actual
Programs @	$3.00	200	158	**$600.00**	**$474.00**

Sponsors

		Budget	Actual	Budget	Actual
Level 1 - Business Card	$25.00	15		$375.00	$0.00
Level 2 - Caption Award	$40.00	8	2	$320.00	$80.00
Level 3 - 1/4 Sheet	$75.00	4	1	$300.00	$75.00
Level 4 - 1/2 Sheet	$150.00	2	2	$300.00	$300.00
Level 5 - Full Sheet	$300.00	2	4	$600.00	$1,200.00
Shoutouts @	$5.00	30	0	$150.00	$0.00
		Total/Total Pledged:		**$2,045.00**	**$1,655.00**
		Amount Paid:			**$1,655.00**
		Amount Outstanding:			**$0.00**

Other Donations

	Budget	Actual
Private Donations		$0.00
Business Donations (Other)		$0.00
Total Donations	**$0.00**	**$0.00**

Concessions

	Budget	Actual
Concessions	$4,000.00	$3,395.25
T-Shirts	$400.00	$2,195.00
From BHAM Other/Vendors		$414.53
	$4,400.00	**$6,004.78**

Income 2019

Event Results
Tumwater Marching Band Festival
2019

Expenses

	Budget	Actual
Total Expenses	**$17,315.00**	**$16,617.07**

Site	D	Budget	Actual
Banners		$350.00	$0.00
New Pop Ups		$0.00	$0.00
Banner Hanging		$300.00	$300.00
Explorer Post		$350.00	$500.00
Insurance		$350.00	$248.00
Janitorial Fee		$350.00	$222.00
Permit City of Tumwater		$10.00	
Porta-Potties		$860.00	$990.00
Safety Vests			$0.00
Signage		$250.00	$0.00
New Tablets			$453.12
Cash Boxes			$143.62
Total		**$2,820.00**	**$2,856.74**

Publicity	D	Budget	Actual
Facebook			$0.00
Posters		$20.00	$0.00
MIXX96			$588.00
Web Design		$2,500.00	$2,500.00
Total		**$2,520.00**	**$3,088.00**

Miscellaneous	D	Budget	Actual
Business permit		$10.00	
Wrist Bands			$0.00
Post Office Box		$124.00	$154.00
Postage			$0.00
Printer Ink			
Printing of Judges Score Sheets		$80.00	$62.82
Square Fee			$157.79
Supplies (Tax filings, Stop Pymt)		$150.00	
Thank you cards/Badges/Labels		$50.00	$83.33
WA State Booster Club Membership		$95.00	$95.00
Website		$26.00	$327.90
Total		**$535.00**	**$880.84**

Programs	D	Budget	Actual
Printing		$725.00	$267.75
Gary Jacobs		$0.00	$0.00
Total		**$725.00**	**$267.75**

T-Shirts	D	Budget	Actual
		$1,000.00	$1,976.10
Total		**$1,000.00**	**$1,976.10**

Expenses in Kind:	$0.00

Adjudicator Expenses	D	Budget	Actual
Food and Drinks		$175.00	
Food and Drinks		$50.00	$45.00
Lodging			
Lodging		$180.00	$96.61
Mileage		$1,000.00	$844.48
Total		**$1,405.00**	**$986.09**

Recording	D	Budget	Actual
Batteries for Recorders		$35.00	$0.00
CD-R & Envelopes			$0.00
Recorders			$0.00
Head Sets			$0.00
Videography		$1,000.00	$0.00
Total		**$1,035.00**	**$0.00**

Awards	D	Budget	Actual
Participation Plaques		$325.00	$168.00
1st, 2nd, & 3rd Division		$600.00	$162.00
Caption Awards		$500.00	$252.00
Sweepstakes		$80.00	$60.00
Tax, Sublimination			$64.08
Total		**$1,505.00**	**$706.08**

Concession Stand	D	Budget	Actual
Food/Drink/Candy etc.		$1,700.00	$1,346.47
Ice and Misc. Supplies			
Volunteer Food			$80.31
Inventory bought from TUMS		$0.00	$363.45
Total		**$1,700.00**	**$1,790.23**

Stipends	D	Budget	Actual
Adjudicators		$3,400.00	$3,400.00
Audio Tech		$150.00	$75.00
MC		$400.00	$400.00
Sub for Andrew		$120.00	$0.00
Heather (Band Host Coach)			$190.24
Total		**$4,070.00**	**$4,065.24**

TUMWATER MARCHING BAND FESTIVAL

A registered 501(c)(3) tax-exempt non-profit organization. 27-1330667

Board of Directors
Michael Landowski
President

Thomas Hertter
Vice President

Mary Vickers
Secretary

Treasurer
Kari Hertter

Committee
Steve Vickers
Chris McNabb
Trish McNabb
Joan Moore
Autumn Ellison
Larry Gwinn
Julie Gwinn
Donna German

August 2, 2022

City of Tumwater
RE: Lodging Tax Application

To Whom It May Concern,

The following people are the current board members for the Tumwater Marching Band Festival.

Michael Landowski – President
Thomas Hertter – Vice President
Mary Vickers – Secretary
Kari Hertter – Treasurer

Sincerely,

Kari Hertter
Treasurer
Tumwater Marching Band Festival

PO Box 14755, Tumwater, WA 98511 tumwatermbf@gmail.com www.tumwatermarchingbandfestival.com

602 968 626

State of Washington

Secretary of State
CORPORATIONS DIVISION
James M. Dolliver Building
801 Capitol Way South
PO Box 40234
Olympia WA 98504-0234
360.725.0377

FILED
SECRETARY OF STATE
SAM REED
November 9, 2009
STATE OF WASHINGTON

Application for NonProfit Corporation

Office Information

Application ID 1577328
Tracking ID 1791781
Validation ID 1613505-001
Date Submitted for Filing: 11/9/2009

Contact Information

Contact Name Alan Wertjes
Contact Address 1800 Cooper Pt Rd, Bldg 3
Olympia
WA
98502

Contact Email awertjes@hotmail.com
Contact Phone 360-570-7488

Articles of Incorporation

Preferred Name TUMWATER MARCHING BAND FESTIVAL
Purpose Any Lawful Purpose
Duration Perpetual
Incorporation Date Effective Upon Filing by the Secretary of State
Expiration Date 11/30/2010
Distribution of Assets To Tumwater United Music Society

Registered Agent Information

Agent is Individual

Agent Name Alan Wertjes

Agent Street Address 1800 Cooper Pt Rd, Bldg 3
Olympia
WA
98502

Agent Mailing Address Same as Street Address

Agent Email Address awertjes@hotmail.com

Submitter/Agent Relationship Submitter is Registered Agent

Initial Directors Information

Director #1

Director Name Peter Klinzman

Title Director

Director Address 1713 5th Ave SE
Olympia
WA
98501

Incorporators Information

Incorporator #1

Incorporator Name Peter Klinzman

Incorporator Address 1713 5th Ave SE
Olympia
WA
98501

Signature Information

(IRS USE ONLY) 575A 11-18-2009 TUMW B 99999999999 SS-4

If you are required to deposit tax employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, Electronic Choices to Pay All Your Federal Taxes and Publication 4234, EFTPS (Brochure). If you need to make a deposit before you receive your Welcome Package, please visit an IRS taxpayer assistance center to obtain a Federal Tax Deposit Coupon, Form 8109-B. To locate the taxpayer assistance center nearest you, visit the IRS Web site at http://www.irs.gov/localcontacts/index.html. Note: You will not be able to obtain Form 8109-B by calling 1-800-829-TAXFORMS (1-800-829-3676).

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS Web site at www.irs.gov for a list of companies that offer IRS e-file for business products and services. The list provides addresses, telephone numbers, and links to their Web sites.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

* Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.

* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.

* Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub. Thank you for your cooperation.

Keep this part for your records. CP 575 A (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 A

999999999

Your Telephone Number ( ) -

Best Time to Call

DATE OF THIS NOTICE: 11-18-2009
EMPLOYER IDENTIFICATION NUMBER: 27-1330667
FORM: SS-4 NOECO

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

TUMWATER MARCHING BAND FESTIVAL
PO BOX 2442
OLYMPIA, WA 98507

Signed By Alan J. Wertjes

UNITED STATES OF AMERICA

The State of Washington

Secretary of State

I, SAM REED, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF INCORPORATION

to

TUMWATER MARCHING BAND FESTIVAL

a/an WA Non-Profit Corporation. Charter documents are effective on the date indicated below.

Date: 11/9/2009

UBI Number: 602-968-526

APPID: 1577328

Given under my hand and the Seal of the State of Washington at Olympia, the State Capital

Sam Reed, Secretary of State

MINUTES OF THE FIRST MEETING OF
THE INCORPORATORS OF
The Tumwater Marching Band Festival

Date: November 16, 2009

Time: 5:00pm

Place: 1800 Cooper Pt Rd, Bldg 3

The meeting was called to order by Peter Klinzman

Peter Klinzman was elected President, Secretary and Treasurer of the Corporation.

Peter Klinzman was also authorized to open a bank account, consult with an attorney, select a company accountant and perform such other tasks as are necessary to conduct business.

The meeting was thereafter adjourned.

Alan J. Wertjes, Registered Agent

TUMWATER Marching Band Festival
BY-LAWS – May 2017

ARTICLE I: NAME AND PURPOSE

SECTION 1: NAME - The name of the organization shall be the Tumwater Marching Band Festival (hereinafter referred to as TMBF).

SECTION 2: PURPOSE - The purpose of TMBF is to provide financial and other support to the Tumwater School District's hosting band for any equipment or expenses related to the host school's marching band program through funds earned mainly from the annual Tumwater Marching Band Festival Event (hereinafter referred to as the Event).

Section 3: Administration - The organization is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code. The Purposes of TMBF shall be carried out by committees and projects related to the TMBF and the Event. TMBF shall not seek to direct the activities of the Hosting Band Director's activities or curriculum, school administrative activities, or control their policies.

ARTICLE II: MEMBERSHIP

Membership in TMBF is open to any parent, guardian, faculty member, staff member, student or member of the community interested in supporting the marching band programs of the Tumwater School District. Membership shall not be prohibited for any reason which would violate Chapter 49.60 RCW, or the Civil Rights Act of 1964, as amended.

ARTICLE III. GENERAL MEETINGS

SECTION 1: GENERAL MEETINGS - Meetings of the general membership will be held on a monthly basis during the academic year, at a mutually agreed upon time.

SECTION 2: VOTING - To be eligible for voting on any of the following; election of officers, by-laws and amendments, and matters of the board, the member must meet the following criteria: a member in good standing as defined as – (1) active membership with the TMBF for a minimum of one year, and (2) having attended a minimum of 50% of the committee meetings. Any member in good standing that does not meet the criteria can seek a waiver from the board by a motion on the floor or submitting a written request, explaining why the waiver is requested. The board will review each waiver request on a case-by-case basis and all board decisions will be final.

SECTION 3: QUORUM - A majority of the members present shall constitute a quorum, provided there are two elected Board members present.

ARTICLE IV. BOARD of DIRECTORS

SECTION 1: MEMBERS - The Board of Directors shall consist of the elected officers (President, Vice-President, Secretary and Treasurer) and a Hosting Band Director of the Tumwater School District.

SECTION 2: TERM OF OFFICE - The term of office for Board Members shall be two years. Members shall be eligible to serve more than one term.

SECTION 3: DUTIES - The Board of Directors shall be responsible for ensuring the successful implementation of the annual goals. The Board of Directors shall approve or deny all requests for financial assistance.

SECTION 4: VACANCIES - If a Board Member position is vacated for any reason, the Board of Directors shall appoint a replacement to that position for the remainder of the term.

SECTION 5: MEETINGS – The Board of Directors shall meet a minimum of two times per year at a mutually agreed upon time. The first meeting of the Board of Directors shall be held after April 1 each year and shall be for goal setting and budget planning. Minutes of the Board of Directors meeting shall be available to the general membership.

SECTION 6: QUORUM - At each meeting of the Board of Directors, a majority of the Members present shall constitute a quorum, provided at least two elected officers are present.

SECTION 7: RESIGNATION - Any Board Member may resign his or her position at any time by providing written notice to the President. The resignation shall be effective upon receipt, unless a date is specified. Formal acceptance is not necessary to render the resignation effective.

SECTION 8: REMOVAL

Section 8.A - Any Board Member may be removed by a two-thirds vote of the Board of Directors.

Section 8.B - Should the Board or any individual act outside the purposes called for in Article I Sections 2 and 3, any member of the committee including the Hosting Band Director can submit a formal complaint of their action.

If the action continues, a meeting of all members shall be called to order to discuss removal of

the individual or individuals. The individual or individuals involved do not have a vote on such matters. A majority vote of the eligible voting members present will constitute a final decision. If the individual or individuals are voted out, they are to cooperate fully with the committee in transferring of their duties, powers, activities, and information. If the individual or individuals are officers of the Board, a nomination and election is to commence immediately following the vote to fill the vacancy.

ARTICLE V. ELECTED OFFICERS

SECTION 1: ELECTED OFFICERS - The elected officers of TMBF shall be the President, Vice-President, Treasurer and Secretary.

SECTION 2: TERM OF OFFICE - The term of office for officers shall be two years. Elected officers shall be eligible to serve more than one term.

SECTION 3: DUTIES - The elected officers shall be responsible for conducting the business of TMBF.

SECTION 4: MEETINGS - The elected officers shall meet on an as-needed basis.

SECTION 5: PRESIDENT - The President shall serve as Registered Agent of the Corporation. The President shall preside at all meetings of the Board of Directors and the general membership and shall serve as the liaison between TMBF and the hosting band director of Tumwater School District's hosting school. The President shall appoint all committees approved by the Board of Directors. In addition, the President shall have other such powers, duties and authority as may be set forth elsewhere in these bylaws, or as may be prescribed by the Board of Directors. In the event the Office of the President is vacated, the Vice-President shall assume the office of President for the remainder of the term. If there is not an elected Vice-President or the Vice-President is unable to perform the duties of the President, the President shall further have the authority to delegate his or her authority to another elected officer when and if necessary.

SECTION 6: VICE-PRESIDENT - The Vice-President shall be present at meetings of the Board of Directors. The Vice-President shall assume the office of President for the remainder of the term unless otherwise directed and voted on by the Board of Directors.

SECTION 7: SECRETARY - The Secretary shall record and prepare the minutes of all meetings of the Board of Directors and the general membership and prepare other correspondence at the request of the President or the Board of Directors. A file of permanent minutes of all Board meetings shall be maintained by staff and shall be available to the public. Records of attendance, reports, the names of motion makers, and actions taken on motions shall be included in the minutes.

SECTION 8: TREASURER - The Treasurer shall keep and maintain accurate records of all financial transactions of TMBF, including the collection, deposit and disbursement of funds. The Treasurer shall provide a report of TMBF financial status at each meeting of the Board of Directors and the general membership.

SECTION 9: HOSTING BAND DIRECTOR - The Hosting Band Director is an active member of the Board of Directors. The Hosting Band Director has the right to request and offer suggestions to the Board, but does not have voting rights on fiduciary matters or matters that could be viewed as a conflict of interest under Washington State Code RCW 42.23. The Hosting Band Director may recommend and offer input for candidates of elected officers but does not have voting rights or the ability to appoint officers. The Hosting Band Director is an advisor to the Board of Directors on school district and hosting school policies, as well as the management of the Event. The Board of Directors is required to make sure the best interest of the school district and hosting school are maintained at all times. S/he has full right to object to and stop any activity of the committee if it violates policies of the hosting band school or school district.

The Hosting Band Director is the main advisor to all activities related to the Event. S/he will have an active role with full voting rights related to all facets of the actual Event and has final approval of the activities of the Event itself.

SECTION 10: VACANCIES - If an officer position is vacated for any reason, the Board of Directors shall appoint a member of the Board of Directors to that office for the remainder of the term, with the exception of the office of President, which shall be filled by succession of the Vice-President unless otherwise directed and voted on by the Board of Directors.

SECTION 11: RESIGNATION - Any officer may resign his or her position at any time by giving written notice to the President. The resignation shall be effective upon receipt, unless a date is specified. Formal acceptance is not necessary to render the resignation effective.

SECTION 12: REMOVAL - Any officer may be removed by a two-thirds vote of the Board of Directors. If an officer is removed s/he is to cooperate fully with the committee in transferring of their duties, powers, activities, and information.

SECTION 13: CONFLICT OF INTEREST - Board of Directors should avoid even the appearance of impropriety in their position as a Director and in their dealings with the organization. Directors may not realize any form of fee, commission, or other financial gain from a decision of the Board and shall abstain from voting on the matter.

SECTION 14: REPORTING OF ILLEGAL OR INAPPROPRIATE CONDUCT OR ACTIONS - TMBF requires its directors, officers, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. This policy is intended to

encourage TMBF's directors, officers, musicians and parents to report suspected ethics violations or violations of law so that TMBF can address and correct inappropriate or illegal conduct and actions.

No person who in good faith reports a suspected violation shall suffer retaliation as a consequence; provided that the person must be acting in good faith and have reasonable grounds for believing the information in the complaint is true.

A complainant may report a suspected violation to the President, or if not comfortable reporting to the President, to the Vice-President or any member of the Board. Reports may be submitted on a confidential basis or may be submitted anonymously. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The President of TMBF will notify the sender and acknowledge receipt of a report within five business days. The Board is responsible for promptly investigating and resolving all reported complaints. Appropriate corrective action will be taken if warranted by the investigation.

ARTICLE VI. ELECTIONS

Election of officers shall take place annually at a meeting of the general membership, during the month of May. The Nominating Committee shall present a slate of candidates for each office no later than April of each year. Nominations from the floor shall be accepted. The Nominating Committee shall tabulate the votes and present the results to the general membership.

ARTICLE VII. COMMITTEE

Committees shall be appointed on an as-needed basis by the President.

ARTICLE VIII: FINANCES

SECTION 1 - INCOME: Primary source of income for TMBF comes from entry fees, admissions, program sales, concessions, ads in the program, Event sponsors, and charitable donations. All funds of TMBF shall be deposited in an account designated for this purpose.

SECTION 1a - CHARITIBLE DONATIONS: TMBF solicits and accepts gifts that will help the organization further and fulfill its mission. TMBF urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. At the present time TMBF only accepts donations of cash gifts in any form , including check, money order, or credit card. TMBF will not accept gifts that: (a) would result in TMBF violating its corporate charter; (b) would result in TMBF losing its non-profit corporation status or future IRS Section 501(c)(3) tax-exempt

organization; (c) would result in any unacceptable consequences for TMBF; or (d) are for purposes outside TMBF's mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board of Directors.

Section 2: DISBURSEMENTS - Disbursements shall be by check and shall bear two signatures. All expenditures shall be adequately documented and available for review by the Board of Directors or the general membership and public. TMBF budgeted expense items that do not exceed the budgeted amount do not require Board of Directors approval.

Section 2a: EXPENDITURES - The President is granted the authority to approve discretionary expenditures and budgeted expense item overages of $250 or less. Discretionary disbursements and budgeted expense items over $250 shall have the approval of the Board of Directors. The Hosting Band Director may request expenditures to support the efforts of their marching band program. These expenditures may include but are not limited to items such as; uniforms, uniform maintenance, band equipment, transportation costs, show music, show drill routines, clinics that benefit the entire band, etc.

Section 2b: DONATIONS AND GRANTS TO OTHER ORGANIZATIONS - Although TMBF does not typically engage in the making of donations or grants to other organizations, when it does so, it will not knowingly engage in the funding of terrorism. It is the policy of TMBF: (a) to comply with Executive Order 13224; (b) comply with the USA Patriot Act; (c) not to provide material support or resources knowing or intending that they are to be used in terrorist acts or by a Foreign Terrorist Organization ("FTO"); (d) not to willfully provide or collect funds with the intention that such funds be used to carry out acts of terrorism; and (e) not to conceal the source of funds used to carry out terrorism or to support FTOs. TMBF will use its best efforts to confirm that none of its directors or officers appears or has appeared on any local or internationally recognized anti-terror, anti-money laundering, anti-bribery or other 'watch lists' including, but not limited to, the U.S. Department of the Treasury's Office of Foreign Assets Control (OFAC), EU Consolidated List and OSFI Consolidated List. Should any director or officer appear on any such list, the matter will be referred to the Board of Directors for appropriate action.

SECTION 3: NON-PROFIT STATUS - The organization is irrevocably dedicated to, and operated exclusively for non-profit purposes. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose described in section 501(c)(3). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the

corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

SECTION 4: BUDGET - The Board of Directors shall prepare an annual budget for approval by the general membership at the first meeting. Modification to the budget shall be made by the Board of Directors, as deemed necessary.

SECTION 5: AUDIT - The Board of Directors shall be responsible for approval of selection of an independent auditor to conduct periodic audits or reviews of the TMBF's accounts as needed. The Board of Directors will conduct an internal review of the books by April 30 and determine if an Independent audit is needed.

SECTION 6: FUNDING REQUESTS - Request to TMBF for funding or other assistance should be submitted in writing (email will also suffice) to the President of TMBF and contain specifically what, or who, the request is for the requested amount. Routine requests should be forwarded to arrive no later than 30 days prior. In emergency or short notice situations, the Hosting Band Director can call the President of TMBF. Officers may submit a request on behalf of a festival purchase based on their assessment of need determined by the Board. Requests "after the fact" should be avoided whenever possible. The Board of Directors of TMBF will take action on routine requests. The Board will insure that maximum benefit is achieved for dollars expended. The President will forward the final decision to the originator.

SECTION 7: PRUDENT RESERVE - In the best interest of the success of the TMBF, the Board of Directors is to do their due diligence in maintaining a prudent reserve of one half the previous year's expenses.

SECTION 8: DISCRETIONARY FUNDS – Discretionary funds are the available funds less the prudent reserve. These amounts are to be reported at each meeting of the committee and available upon request. These funds are to support the Hosting Band Director and previous Hosting Band Directors, support upgrades and material expenditures needed for the Event with Input of the Hosting Band Director and approval of the Board of Directors. The dollars available to the previous Hosting Band Director and the time in which to spend those funds will be decided by the Board at the time of the transition of Hosting Band Directors. A separate tracking of the previous Hosting Band Director's discretionary funds shall be tracked by the treasurer and reported at each meeting of the committee and available upon request.

ARTICLE IX: PARLIAMENTARY PROCEDURE

The rules of procedure at all meetings shall be by the latest revised edition of Roberts Rules of

Order.

ARTICLE X: FISCAL YEAR

The fiscal year of the organization shall begin on the first day of April and end the last day of March in each calendar year.

ARTICLE XI: TRANSFERING OF HOSTING SCHOOL

In the event that the current Hosting Band Director decides to no longer host the Tumwater Marching Band Festival, the hosting of the festival can be offered to another school in the Tumwater School District and the transfer of the hosting to that school's band director shall commence. A letter to the vacating Hosting Band Director with the available discretionary funds and the time in which to spend those funds shall be drawn up within 30 days of notice and sent to the vacating Hosting Band Director.

ARTICLE XII: DISSOLUTION

In the event that no school wishes to host the Tumwater Marching Band Festival, an emergency meeting of the Board shall be called to order to determine the future of TMBF and to consider dissolution or continuing in order to manage the remaining funds.

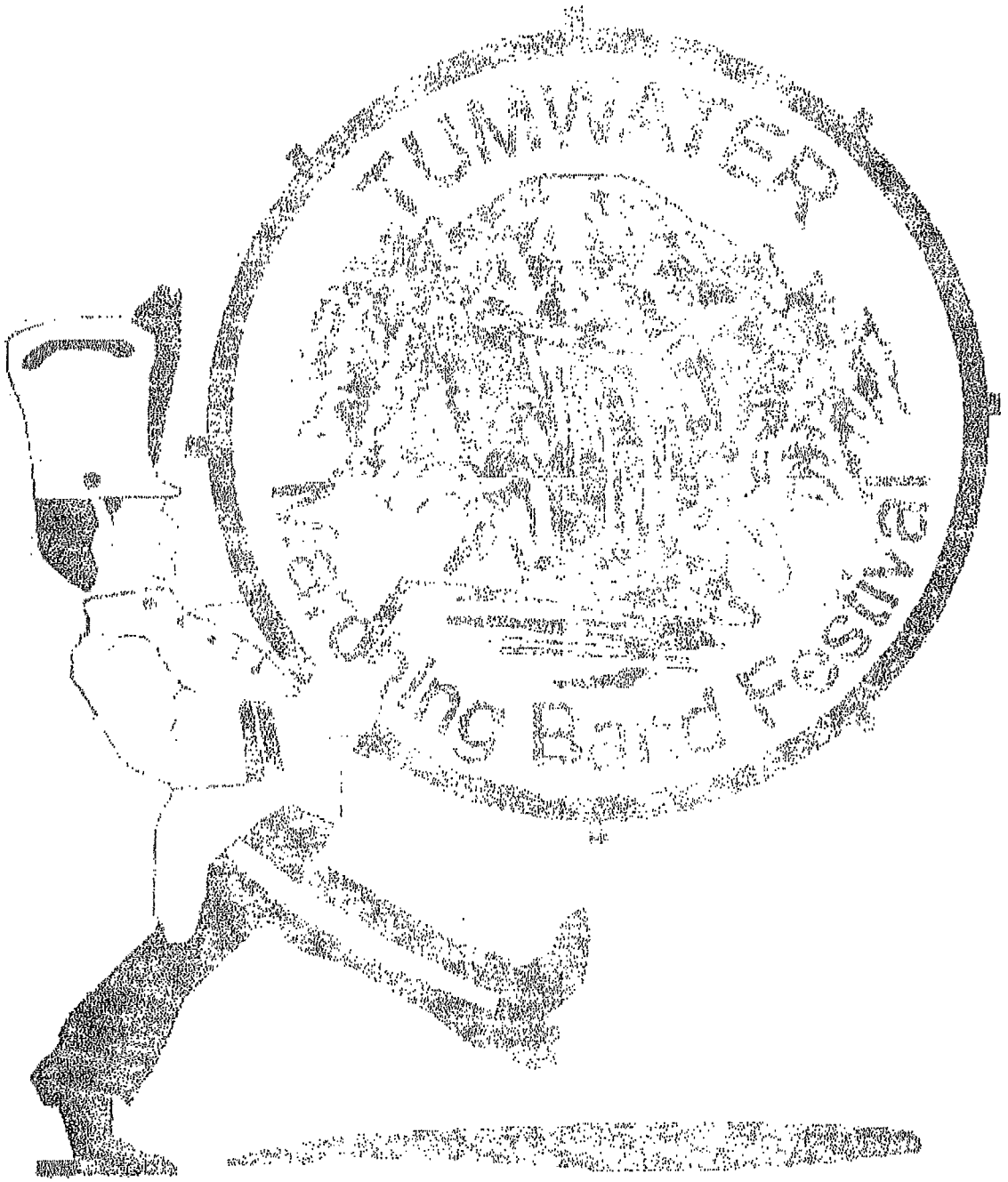
At such time as TMBF is dissolved by a two-thirds vote of the Board and two-thirds vote by the general membership of the members present, funds will be disseminated as follows: 1) all outstanding debts shall be paid in full immediately, and 2) remaining assets and equipment shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, to an appropriate organization of the hosting schools for purposes similar to those for which TMBF was created based on the tenure of the years they hosted the festival or shall be distributed to the federal government, or to a state, or local government, for a public purpose. .

ARTICLE XIII: AMENDMENTS

These by-laws may be amended at any meeting of the general membership by a two-thirds vote of the members present. The proposed amendment(s) shall be provided in writing thirty days prior to the general membership vote.

President _____ Date _____ Secretary _____ Date _____

Treasurer Date Hosting Band Director Date



RCVD: 8/19/2022 @3:19PM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Washington Center for the Performing Arts — Organization/Agency Name
91-1182866 — Federal Tax ID Number

Jill Barnes — Contact Name
Executive Director — Title

512 Washington St SE — Mailing Address
Olympia — City
WA — State
98501 — Zip

(360) 753-8585 x104 — Phone
www.washingtoncenter.org — Website
jbarnes@washingtoncenter.org — Email Address

☐ Tourism Promotion/Marketing Activities ☐ Events/Festivals* ☒ Tourism-Related Facilities

Amount Requested: $15,000 Total Project / Event Budget: $2,279,354

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

The Washington Center is undergoing a complete interior remodel and will reopen in November 2022 with a newly renovated 1,000 seat main theater (increased from 983 seats), and a 140-seat black box theater. These spaces hold around 200 performances each year attracting over 109,000 patrons including local residents and tourists to the region. In addition to the local arts organizations who perform at the Washington Center, we present a season with 30-40 performances featuring national and international touring artists. These artists attract visitors from across the state and beyond - a critical piece of tourism. In 2023 we are eagerly anticipating the Blind Boys of Alabama, Los Lobos, National Geographic marine photographer Andy Mann, Broadway theater, and more. For over 37 years, the Washington Center has delivered diverse, affordable, high-quality performing arts programs to the region.

**If an Event/Festival, complete the following:* ☐ New Event ☐ Annual Event for _____ number of years

Name of Event/Festival | Location | Date of Event/Festival

CERTIFICATION

I hereby state on behalf of the Washington Center for the Performing Arts that the:
Organization/Agency Name

Applicant is: ☒ Nonprofit ☐ For Profit ☐ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.

- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Jill Barnes, Executive Director	Jill Barnes	8/20/2022
Name and Title	Signature	Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   The Washington Center opened in 1985 from the belief that a regional performing arts center is fundamental to the cultural pursuits of our community and vital to a better quality of life. This belief remains at the foundation of our existence today. The mission of the Washington Center for the Performing Arts is to inspire audiences and artists of all ages through live performances, enriching the vibrancy of our community. The Washington Center is the principal performing arts resource for the south Puget Sound region. We deliver diverse, affordable, high quality performing arts programs by regional, national and international artists; support the artistic interests of performing arts groups within the region by providing professional front and back of house personnel and subsidized rental rates; promote performing arts education in the south Puget Sound region for all age groups; maintain fair and equitable community access to the Washington Center facility; operate in a fiscally responsible manner; form supportive partnerships with government, corporations, businesses, foundations and individuals; and foster economic vitality, tourism, and local development.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

      City of Tumwater lodging tax funds will be used in our marketing and outreach activities. To market our performances we mail print advertising and send over one million emails per year - including e-newsletters and targeted event e-blasts. We advertise performances in print and electronic media, utilizing our local media partners, and increasingly advertise on social media platforms. We maintain a very successful website with over 1,000 clicks/day, which has the ability to sell tickets 24/7. We send press release materials throughout western Washington. Dozens of local organizations that rent the Washington Center also promote their events throughout our region. These materials focus on activities at the Washington Center for the Performing Arts, the Kenneth J. Minnaert Center for the Arts on the campus of South Puget Sound Community College, and Harlequin Productions, with which we recently established an administrative contract to operate their box office and front of house services. We actively seek partnerships with hotels, restaurants and retail establishments that complement the goals of the individual organizations.

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

      The Washington Center is building back from the COVID-19 crisis. We have added employees in the last 12 months and have launched our first full season since the pandemic began, complete with a subscription campaign. In addition, we are completing a two-phase $8.8 million capital campaign to enhance the quality and efficiency of producing live performing arts and cultural events. We know these interior renovations will reinvigorate interest in performances, drawing new audiences to the Center.

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   Our new Marketing & Sales Director is an arts marketing professional with experience in non-profit and for-profit arts organizations. Her first year at the Washington Center has been fantastic and we have seen growth despite resurgences of COVID-19 and new variant strains. We have also just hired a marketing and development assistant to help support the marketing department. In addition to marketing personnel we have estimated $138,900 in direct marketing expenses for the upcoming year.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

We have a corps of 233 active volunteers who collectively donated over 7,843 hours during our last season, demonstrating the significant community interest in supporting the Center. Our Tumwater volunteers represent 9% of our volunteer force. We are preparing to launch a volunteer recruitment campaign to not only increase our number of volunteers but to enhance the diversity (geographic, age, ethnicity) of our volunteer corps.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   In recognition of our facility's operation as a regional asset, we receive support from the cities of Tumwater, Olympia, and Lacey. For the 2022 calendar year, the Center was awarded $11,000 from Tumwater, $378,365 from Olympia (1/2 of all Olympia LTAC), and $30,000 from Lacey.

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   The Center will also apply for funding from the Cities of Olympia and Lacey. Funds received from Tumwater will be used to market all activities at the Center, but mostly to supplement marketing for our more popular shows that draw general audiences from beyond our county's borders.

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   The requested support from City of Tumwater LTAC represented less than 1% of our overall annual budget. That being said, contributed income comprises more than 40% of our total budget, and it takes a variety of sources to reach that goal. If fully funded for the 2023 calendar year, funds contributed by Tumwater will represent approximately 10.8% of our direct marketing budget.

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   Tourism industry research has repeatedly demonstrated that cultural tourists stay longer and spend more than the average traveler. On average, visiting attendees spend more than twice that of their local counterparts. Having a healthy performing arts center in our region strengthens the social fabric as people gather and share an experience. Dinner and a show go hand-in-hand. Attendance at arts events generates income for local businesses- restaurants, parking lots, hotels, and retail stores. According to Americans for the Arts Economic Impact of Non-Profit Arts and Cultural Organizations, an average arts attendee spends $31.47 per event in addition to the cost of admission. Of that, $4.48 goes to overnight lodging and $16.82 to meals, snacks, and refreshments. These are average numbers and Washington cities are consistently above average in cultural arts spending. Our patrons come from outside of the region to see performances that are exclusively offered on our stage. This may include patrons coming to see national/international touring acts, or friends and family coming to see their performer in an event by one of our 18 Artistic and Community Partners. Some hotel nights are paid for by patrons directly, some by the Center for visiting performing artists, and some are complimentary in exchange for a sponsorship. Businesses that invest in catering to the arts and cultural audiences reap rewards of the economic activity that is generated through live performances and special events.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

Arts & Culture have proven to be magnets for travelers and their money. Local businesses are able to grow because travelers extend the length of their trips to attend cultural events. Travelers who include art and culture events in their trips differ from other U.S. travelers in a number of ways: they spend more than other travelers; they are more likely to stay in overnight lodging; and they are more likely to spend $1,000 or more during their entire stay. Two-thirds of American adult travelers say they include cultural, artistic, heritage, or historic activities on their trip when traveling 50+ miles.

One-third of the nation's arts attendees are from outside the county in which the arts event took place (34.1 percent) and spent twice as much ($47.57 vs. $23.44) as their local counterparts. Two-thirds of nonlocal attendees (69 percent) indicated that the primary reason they were visiting was to attend that arts event. When local attendees were asked what they would have done if the arts event they were attending was not taking place, 41 percent said they would have traveled to a different community for a similar arts experience.

8. How broad-based will the tourism promotion benefit be geographically and economically?

   Activities at the Center are both geographically and economically broad-based. Our entrance prices currently range from free to $139/ticket. Patrons of the Center typically come from throughout western Washington, and zip code reports are available. In addition, the hundreds of artists that perform on our stages annually all stay in local hotels and eat in local restaurants during their visit. The Center offers activities that are economically broad-based by offering free and low-priced events and events that can appeal to the budget and artistic taste of any household in the region.

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

   We work with Experience Olympia & Beyond to inform our patrons about local hotels, dining options, and experiences. We offer information for patrons on our website, and we include information for out of town guests on electronic tickets and performance email reminders.

   A recent example was a call from a man in Bellevue. He saw that GRAMMY award-winning artist Judy Collins would be performing at the Washington Center in 2022. He contacted our staff to share how much he has admired Judy Collins, and what a treat it would be to see her in an intimate venue like the Washington Center. He discussed how to become a donor in order to receive early access to purchasing tickets, as well as inquiring about places to stay and other activities while in town.

   Nonprofit arts organizations like the Washington Center for the Performing Arts, make our community a more desirable place to visit, as well as live and work. With Tumwater's established and newer chain hotels, coupled with its convenient access to the Center, patrons traveling to see our national touring acts, whether they are here specifically for a show or as an enhancement to their stay while in our region, will enjoy their visit and look forward to returning.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

    a) Staying overnight in paid accommodations away from their place of residence or business — 1,190

    b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 1,573

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 1,488

d) Attending but not included in one of the three categories above (a. b. and c.) — 75,820

e) Total number of hotel rooms / room nights generated in Tumwater — 329 / 427
 # Rooms **#Nights**

f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 680

g) Overall attendance — 85,000

h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

The Center tracks attendance at every event and is therefore able to accurately account for the number of people that have visited the Center. We make every effort to capture the contact information of patrons attending ticketed events. We use this information to track the demographics of our patrons and provide a reasonably accurate figure for patrons traveling over 50 miles. It should be noted that not every guest purchases their own ticket (for example: one patron may purchase 4 tickets for themselves and 3 friends; we capture the information for the 1 ticket purchaser). We are sometimes not able to capture accurate contact information for last minute at-the-door purchases, and are not able to track demographic information for free events. That said, approximately 5% of attendees travel more than 50 miles to attend events at the Center.

Based on an American for the Arts Economic Impact of Non-Profit Arts and Cultural Organizations V survey, we estimate that 28% of attendees of traveling more than 50 miles to the Center will reserve a hotel room. Of those, we estimate that 25% stay in Tumwater, plus additional artists that stay overnight for their performance.

We are cognizant that overall attendance numbers will be lower than before the pandemic. We are estimatingthis next year to be around 82% of pre-pandemic attendance. However, there are many variables outside our control that may impact this including vaccination rates, participant comfort levels, and the spread of continued variants. We believe it's critical to continue investing in the arts so that we are here for our cultural visitors now and tomorrow.

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

We can provide an audit for each show, which identifies the zip code of ticket buyers, which would provide the most accurate information available. As is the nature with ticketed events, one patron will often purchase tickets for their family or group. This means we do not always have the zip code of every attendee, only the ticket purchaser. In addition, last minutes sales at the door are considered "rush" in order to meet the performance show time. Samples from our past season are attached. During our 19-20 season, approximately 61% of patrons at the Washington Center attend ticketed events. Thirty-nine percent attend non-ticketed events, for which we are unable to capture demographic information.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

We continue to work with our colleagues throughout the region and nationwide to estimate the economic impact of cultural organizations in our communities.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

    The Center has physical space in our lobby dedicated to promoting events and entertainment opportunities in our community. We also have a very active social media network where we feature and promote sponsor businesses and events. Our Box Office staff has been trained to have a "concierge" mentality and offer additional options for patrons to enhance their visit- whether it is to recommend a hotel, another show they might enjoy, convenient parking suggestions, or somewhere to dine. We are encouraging our staff to become certified through the Certified Tourism Ambassador (CTA) Program for Thurston County to assist in promoting tourism for the region.

    It came to our attention several years ago that many of the hotel front line staff have not attended events at the Center. We have since been communicating with local hotel management/staff to provide information on upcoming shows, any available last-minute deals for guests, and vouchers for free tickets. It is important to us that hoteliers and staff feel comfortable and confident recommending the Washington Center for the Performing Arts as a resource for cultural arts and entertainment.

    We are interested in exploring special rates for out of town visitors to stay at local hotels.

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
    For example: how do you intend to alternatively fund your program / which services will not happen?

    If we do not receive full funding from Tumwater, the Center will have to cut back on marketing and outreach activity. The Center uses print, web based and digital media to promote events. The Center has had success using print media to promote events; this year we are increasing our digital media advertising with the expectation of attracting new patrons from different socio-economic backgrounds, exposure to the arts, demographics, and age. We would have to revisit our marketing plans and shave expenses appropriately, which would result in fewer ticket sales, thus fewer visitors to the region.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

    The following are artistic partners or organizations who have performed or rented space at the Washington Center in the past several years:
    Ballet Northwest
    Capitol City Press
    City of Lacey
    City of Olympia
    City of Tumwater
    Community Foundation of South Puget Sound
    Debbi's Dance, Etc.
    Emerald City Music

Entertainment Explosion
Harlequin Productions
Inspired to Move Dance Academy
Johansen Olympia Dance Center
Kaos Dance Elite
Kiwanis Club of Thurston County
L&M Dance Company
La Jolla Booking
Leadership Thurston County
Masterworks Choral Ensemble
New Market Skills Center
Olympia Downtown Alliance
Olympia Music Teacher's Association
Olympia Union Gospel Mission
Olympia Junior Programs
Olympia Rotary
Olympia Symphony Orchestra
Olympia Youth Chorus
Olympia, Lacey, Tumwater Visitor & Convention Bureau
Pizza Klatch
Rock it Boy Entertainment
South Puget Sound Community College
South Sound Dance
Student Orchestras of Greater Olympia
Studio West Dance Academy
Sweet Adelines
Timberland Regional Library
Warren Miller
Washington State Nurses Association

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

    The Washington Center makes a tremendous economic impact in Thurston County. For our last pre-pandemic fiscal year, the Washington Center is estimated to have created or sustained 52.3 jobs. In addition, all stage work at the Washington Center is performed by our technical labor crew, which is represented by IATSE Local No. 15. Today, IATSE members work in all forms of live theater, motion picture and television production, trade shows and exhibitions, television broadcasting, and concerts as well as the equipment and construction shops that support all these areas of the entertainment industry. Because of the Washington Center, an additional $5 million in goods & services are produced each year! This impact represents a total economic multiplier of 2.1 to Thurston County. Said another way, for every $1 facilitated through the Washington Center, we return $2.10 to the surrounding economy in Thurston Co. each year.

Lodging Tax Budget Form

Lodging Tax Applicant: Washington Center for the Performing Arts

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		$102,200.00
Admission:		$636,115.00
Reserves:		$209,747.84
Donations/Contributions:		$122,900.00
Grants:		$21,000.00
Program Service Fees:		$274,505.00
In-kind Donations:		
Gift Shop:		
Vendor Fees:		$123,225.00
Fundraising Activities:		
City of Lacey Lodging Tax:		$30,000.00
City of Olympia Lodging Tax:		$442,182.56
City of Tumwater Lodging Tax:		$15,000.00
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)	Rental Labor	$219,119.00
Other Source:	Concessions	$71,600.00
Other Source:	Other/Misc	$11,760.00
Other Source:		
TOTAL REVENUE:		**$2,279,354.40**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		$1,342,348.19
Administration: (utilities, phone, etc.)		$173,277.43
Marketing and Promotion:		$138,900.00
Professional / Consultant Fees:		$277,564.00
Equipment:		$35,532.00
Facility / Event Venue Rental:		
Travel: (please specify)	Conferences, professional develop	$22,790.00
All Other Expenses: (please specify)	Fundraising	$19,610.00
Other Expense:	Event expenses (non-artist)	$164,482.98
Other Expense:	Other	$104,849.80
Other Expense:		

TOTAL EXPENSES:	**$2,279,354.40**
PROGRAM EXCESS (DEFICIT):	**$0.00**

Washington Center for the Performing Arts
David Sedaris: May 10, 2022
Ticket purchases by Zip Code

COUNT Admission	Customer City	Customer Postal Code
2	Ridgefield	6877
2	Snowhomish	19280
1	north Canton	44720
2	Cincinnati	45213
17	Lees Summit	64063
8	Leawood	66209
2	Dallas	75204
8	Austin	78705
4	Denver	80123
2	Phoenix	85022
2	Scottsdale	85258
8	Las Vegas	89103
2	Lacey	89503
8	Ontario	91762
4	Chula Vista	91912
6	National City	91950
2	Seattle	94117
1	Rocklin	95677
2	Sandy	97055
4	Portland	97206
4	Portland	97211
1	Lacey	97212
2	Portland	97213
2	Portland	97214
2	Portland	97217
4	Portland	97221
2	Portland	97231
2	portland	97239
4	Kent	98032
1	Maple Valley	98038
4	Mercer Island	98040
1	Kent	98042
2	NEWCASTLE	98056
1	Renton	98056
2	Renton	98058
1	Sammamish	98074
2	Seattle	98102
3	Seattle	98103-5719
2	BAINBRIDGE IS	98110
1	Bainbridge Island	98110
2	Seattle	98112
2	Seattle	98118

Washington Center for the Performing Arts
David Sedaris: May 10, 2022
Ticket purchases by Zip Code

COUNT Admission	Customer City	Customer Postal Code
2	Seattle	98119
2	Seattle	98121
2	Seattle	98122
1	Seattle	98136
3	Burien	98166
1	Seattle	98177
4	Des moines	98198
5	Everett	98201
2	Everett	98208
3	Clinton	98236
2	Monroe	98272
2	Bremerton	98312
5	Dupont	98327
2	Eatonville	98328
2	Gig harbor	98332
1	Gig Harbor	98335
3	Kingston	98346
2	Port Angeles	98362
2	Port Orchard	98366
2	Puyallup	98372
1	Puyallup	98374
1	Tacoma	98387
2	Tacoma	98402
3	Tacoma	98403-1611
2	Tacoma	98405
4	Tacoma	98406
2	Tacoma	98407
3	Tacoma	98445
5	University Place	98466
2	University Place	98467
4	Lakewood	98498
186	Olympia	98501
10	Tumwater	98501
2	Olympia	98501-2619
2	Olympia	98501-3012
2	Olympia	98501-3559
2	Olympia	98501-3648
2	Olympia	98501-4269
2	Olymoi	98502
152	Olympia	98502
2	Olympia	98502-4842
2	Olympia	98502-5437

Washington Center for the Performing Arts
David Sedaris: May 10, 2022
Ticket purchases by Zip Code

COUNT Admission	Customer City	Customer Postal Code
2	Olympia	98502-8531
30	Lacey	98503
4	Olympia	98503
2	Lacey	98503-3187
4	Olympia	98503-3440
2	Olympia	98503-4026
1	Lacey	98503-6935
2	Lacey	98503-6977
94	Olympia	98506
2	Olympia	98506-1905
2	Olympia	98506-4458
3	Olympia	98506-9684
2	Olympia	98506-9745
3	Olympia	98507
9	Olympia	98508
29	Olympia	98512
30	Tumwater	98512
14	Lacey	98513
10	Olympia	98513
2	Olympia	98513-5605
1	Olympia	98513-5625
20	Lacey	98516
23	Olympia	98516
7	Olympia	98516-2125
3	Olympia	98516-9309
1	Aberdeen	98520
2	Allyn	98524
2	Centralia	98531
2	Chehalis	98532
4	Elma	98541
4	Oakville	98568
4	Rainier	98576
2	Rochester	98579
14	Shelton	98584
3	Tenino	98589
2	Tenino	98589-9665
2	Union	98592
2	Chinook	98614
2	Longview	98632
2	Vancouver	98661
2	Vancouver	98664
2	Ellensbur	98926

Washington Center for the Performing Arts
David Sedaris: May 10, 2022
Ticket purchases by Zip Code

COUNT Admission	Customer City	Customer Postal Code
2	Richland	99354
2	Walla Walla	99362
3	Cowichan Bay	V0R 1N1

Washington Center for the Performing Arts
WILCO: October 9, 2022
Ticket purchases by Zip Code

COUNT Admission	Customer City	Customer Postal Code
2	North Vancouver	
1	LEXINGTON	40502
1	Chicago	60605
2	Alta	83414
2	albuquerque	87102
8	Rancho Cucamonga	91730
2	Oakland	94618
2	BEAVERTON	97006
8	Portland	97201
3	Portland	97203
2	Portland	97217
2	Portland	97219
2	Portland	97221
1	Tigard	97223
1	Portland	97225
2	Neotsu	97364
2	Seattle	98002
2	Seattle	98017
2	Enumclaw	98022
3	Renton	98055
4	Renton	98056
1	Renton	98057
1	Renton	98058
2	Seattle	98103
3	Seattle	98106
4	Seattle	98107
1	bainbridge island	98110
2	Seattle	98112
4	Seattle	98117
4	Seattle	98119
4	Seattle	98125
2	Shoreline	98133
2	Seattle	98136
2	SHORELINE	98155
4	Shoreline	98177
2	Des Moines	98198
2	Anacortes	98221-2918
4	BREMERTON	98311
2	DuPont	98327
6	Gig Harbor	98332
2	gig harbor	98335
8	Port Angeles	98362

Washington Center for the Performing Arts
WILCO: October 9, 2022
Ticket purchases by Zip Code

COUNT Admission	Customer City	Customer Postal Code
2	Puyallup	98371
2	Tacoma	98373
2	Puyallup	98374
4	Tacoma	98402
2	Tacoma	98403
4	Tacoma	98405
2	Tacoma	98406
4	Tacoma	98407
4	Tacoma	98408
1	Tacoma	98422
2	Tacoma	98446
3	Tacoma	98465
206	Olympia	98501
12	Tumwater	98501
2	Olympia	98501-1369
2	Olympia	98501-2836
6	Olympia	98501-2920
190	Olympia	98502
2	Olympia	98502-1577
2	Olympia	98502-2636
6	Olympia	98502-4462
2	Olympia	98502-9563
13	Lacey	98503
2	Olympia	98503
53	Olympia	98506
4	Olympia	98506-4563
2	Olympia	98506-4938
10	Olympia	98507
1	Olympia	98507-7211
2	Lacey	98509
6	Tumwater	98511
43	Olympia	98512
24	Tumwater	98512
4	Lacey	98513
12	Olympia	98513
7	Lacey	98516
25	Olympia	98516
2	Lacey	98516-9523
4	Centralia	98531
5	Chehalis	98532
2	GRAPEVIEW	98546
2	McCleary	98557

Washington Center for the Performing Arts
WILCO: October 9, 2022
Ticket purchases by Zip Code

COUNT Admission	Customer City	Customer Postal Code
2	OCEAN SHORES	98569
2	rainier	98576
3	Tenino	98576
4	Olympia	98579
1	Rochester	98579
2	Tumwater	98579
12	Shelton	98584
12	Tenino	98589
2	Union	98592
2	Kalama	98625
2	Kelso	98626
8	Vancouver	98664
2	Vancouver	98683
6	East Wenatchee	98802
2	Ellensburg	98926
2	Roslyn	98941
8	Kennewick	99337

Rcvd: 1/12/2022

INVOICE

CITY OF TUMWATER
TOURISM/LODGING TAX PROGRAM FUNDING

CONTACT PERSON: Jill Barnes Employer Identification Number: 91-1182866

AGENCY: The Washington Center DATE: 11/29/21

ADDRESS 512 Washington St SE PHONE: 360-753-8585 ext 105

Olympia, WA 98501 EMAIL: businessmanager@washingtoncenter.org

Proof of Payment Must Be Attached

The agency identified above provided the following services to the City of Tumwater to promote tourism (see RCW 67.28.080).

Services Provided (Scope of Services/Exhibit A)	Date(s) Provided	Cost (Itemized)
McClatchy/The Olympian advertising	10/22/21-10/31/21	$1502.50
McClatchy/The Olympian advertising	9/14/21	$700.00
McClatchy/The Olympian advertising	11/28/21	$200.00
McClatchy/The Olympian advertising	11/5/21-11/28/21	$4,172.50
Seattle Gay News advertising	11/19/21-11/29/21	$420.00
South Sound Magazine advertising	11/21-12/21	$1,300.00
KRXY FM advertising	10/11/21-10/15/21	$260.00
	TOTAL AMOUNT REQUESTED:	$8,500.00

AFFIDAVIT OF VERIFICATION

I, the undersigned, do hereby certify under penalty of perjury that materials have been furnished, the services rendered or the labor performed as described herein (and as outlined in the Scope of Services attached as Exhibit A in the contract document), and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify said claim.

Jill Barnes

SIGNATURE

Executive Director

TITLE

Please mail this invoice to:

THE CENTER
THE WASHINGTON CENTER FOR THE PERFORMING ARTS
512 Washington St. SE, Olympia, WA 98501
(360) 753-8585 • Fax (360) 754-1177
washingtoncenter.org • Tickets (360) 753-8586

THE WASHINGTON CENTER FOR THE PERFORMING ARTS
Scope of Services – Attachment A
2022
City of Tumwater

With support from Tumwater Lodging Tax funds, the Washington Center for the Performing Arts will continue in our mission to inspire audiences and artists of all ages through live performances, enriching the vibrancy of our community. The Center is an important part of the critical mass of established events, attractions, and businesses that make our region a desirable place to live, work, and visit. Over 250 events take place at the Center each year, attracting over 109,000 patrons, from every corner of the county, and our touring artists often attract visitors from across the state and beyond.

The $11,000 in funding from the City of Tumwater lodging tax will be used for digital and print marketing of artists, partners, and events which will help broaden our reach to new markets.

2022 Venue Marketing Plan

- Digital advertising reaching over 65,000 each month
- Paid advertising with local radio stations
- Social media marketing campaigns
- Regular e-newsletter and promotional e-blasts reaching over 20,000 per month
- Provide marketing services for 18 local artistic partners and commercial rental events
- Maintain and update washingtoncenter.org, from which we sell event tickets 24 hours a day, 7 days a week and which averages 157,00 visitors per year

Received: 02/15/2022

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: Washington Center for the Performing Arts

Submitted By: Jocelyn Wood Date: 2/15/2022

Email Address: jwood@washingtoncenter.org Phone: 360-753-8585

This Report Covers:

Activity Name: Washington Center for the Performing Arts - 2021

Activity Type: ☐ Special Event/Festival ☐ Marketing/Tourism Promotion Agency ☒ Facility

Activity Start Date: 1/01/2021 Activity End Date: 12/31/2021

Total Activity Cost: $37,120.36

Total amount of Tumwater lodging tax funds requested: $8,500.00

Total amount of Tumwater lodging tax funds expended: $8,500.00

Total amount of lodging tax funds expended from all jurisdictions: $346,500.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	51,500
		ACTUAL (ESTIMATED):	16,691
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD: Ticketing database and head count at events (non-ticketed and/or free events are only able to be tracked by head count).		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	2,550
		ACTUAL (ESTIMATED):	1,003
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD: Ticketing database and head count at events (non-ticketed and/or free events are only able to be tracked by head count).		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	408
		ACTUAL (ESTIMATED):	160
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD: Ticketing database and head count at events (non-ticketed and/or free events are only able to be tracked by head count).		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	714
		ACTUAL (ESTIMATED):	281
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: We use industry estimates from Americans for the Arts.		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	944
		ACTUAL (ESTIMATED):	371
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: We use industry estimates from Americans for the Arts.		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	1,188
		ACTUAL (ESTIMATED):	742
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: We use industry estimates from Americans for the Arts.		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

We saw similar levels in 2021 as compared to 2020, which was down significantly from prior to the pandemic. During the calendar year 2021 we were closed by order of the governor for the first 110 days. Following our allowed reopening, we were limited to 20% capacity until September 2021. We have been seeing interesting trends in the non-profit arts industry throughout the country, which ring true to our venue as well. Due to COVID and new emerging variants, many people are purchasing last minute tickets. In addition, actual attendance after purchasing tickets is lower than prior to the pandemic. This season we are averaging ~85% attendance from those who purchased tickets. Prior to the pandemic this number was closer to 95%. Indeed, our total ticket sales were over 20,000, though attendance was around 17,000.

We did see a huge appetite for big name performers when we were able to bring them. We sold out a performance of Wilco and attracted attendees from throughout Washington State beyond Thurston and Pierce Counties including Kalama, Kelso, Vancouver, Wenatchee, Ellensburg, Roslyn, Kennewick, Seattle, Enumclaw, Renton, Bainbridge Island, Shoreline, Des Moines, Anacortes, Bremerton, Gig Harbor, and Port Angeles. We also had patrons attend from Kentucky, Illinois, Wyoming, New Mexico, California, Oregon, and British Columbia. This gives us hope for the future.

Did you complete all of the items on your Scope of Services consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

Yes, we completed the items consistent with our application.

What expenses did you pay using Tumwater Lodging Tax funds?

We used Tumwater LTAC funds to pay for advertising expenses to attract larger and wider audiences.

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

We will continue to be rebuilding due to the impacts of COVID-19 on the non-profit arts industry - quite possibly for years. We will be operating differently for a long time to come. We will continue to follow the direction of public health experts and state and local officials. As we plan our 22-23 presenting season, we know we have less ability to take financial risk than in previous years. Ultimately, this may play as a benefit for tourism, as there is often more financial risk for lesser known artists. We have a large impact on tourism to the region, and we want to help bring tourism back to pre-pandemic levels.

From: Jocelyn Wood
To: Hanna Miles
Subject: RE: Overall Operating Costs
Date: Tuesday, March 1, 2022 10:27:38 AM

Hi Hanna,
The $37,120.36 was our marketing expenses in 2021.
Our operating expenses in 2021 were $1,724,381.
Would you like me to add a note to the PDF and resubmit?
Jocelyn

From: Hanna Miles [mailto:HMiles@ci.tumwater.wa.us]
Sent: Monday, February 28, 2022 5:38 PM
To: Jocelyn Wood <JWood@washingtoncenter.org>
Subject: Overall Operating Costs

Hi Jocelyn,

Can you tell me your overall operating costs for 2021? I think we are missing a number after 37, based off overall LTAC expenses.

Thank you.

Hanna M. Miles, MMC | (she/her)
Executive Asst./Deputy City Clerk
City of Tumwater | Executive Department
555 Israel Road SW | Tumwater, WA 98501
(360) 754-4120 Ext. 2011
hmiles@ci.tumwater.wa.us | www.ci.tumwater.wa.us

Forms 990 / 990-EZ Return Summary

For calendar year 2020, or tax year beginning **07/01/20** , and ending **06/30/21**

WASHINGTON CENTER FOR THE PERFORMING ARTS ****-***2866**

Net Asset / Fund Balance at Beginning of Year			**2,061,119**
Revenue			
Contributions	**2,473,186**		
Program service revenue	**92,451**		
Investment income	**40,836**		
Capital gain / loss			
Fundraising / Gaming:			
Gross revenue			
Direct expenses			
Net income			
Other income	**12,082**		
Total revenue		**2,618,555**	
Expenses			
Program services	**823,208**		
Management and general	**550,613**		
Fundraising	**91,004**		
Total expenses		**1,464,825**	
Excess / (deficit)			**1,153,730**
Changes			
Net Asset / Fund Balance at End of Year			**3,214,849**

Reconciliation of Revenue

Total revenue per financial statements	**2,618,555**
Less:	
Unrealized gains	
Donated services	
Recoveries	
Other	
Plus:	
Investment expenses	
Other	
Total revenue per return	**2,618,555**

Reconciliation of Expenses

Total expenses per financial statements	**1,464,825**
Less:	
Donated services	
Prior year adjustments	
Losses	
Other	
Plus:	
Investment expenses	
Other	
Total expenses per return	**1,464,825**

Balance Sheet

	Beginning	Ending	Differences
Assets	**2,898,737**	**3,938,920**	
Liabilities	**837,618**	**724,071**	
Net assets	**2,061,119**	**3,214,849**	**1,153,730**

Miscellaneous Information

Amended return	
Return / extended due date	**05/16/22**
Failure to file penalty	

Form **8879-EO**

Department of the Treasury
Internal Revenue Service

IRS *e-file* Signature Authorization for an Exempt Organization

For calendar year 2020, or fiscal year beginning 7/01, 2020, and ending 6/30, 20 21

u **Do not send to the IRS. Keep for your records.**

u **Go to** *www.irs.gov/Form8879EO* **for the latest information.**

OMB No. 1545-0047

2020

Name of exempt organization or person subject to tax: **WASHINGTON CENTER FOR THE PERFORMING ARTS**

Taxpayer identification number: ****-***2866**

Name and title of officer or person subject to tax: **LYNN WOFFORD**
VICE CHAIR

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a,** or **7a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b,** or **7b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here ▶ [X]	**b Total revenue,** if any (Form 990, Part VIII, column (A), line 12)	**1b**	**2,618,555**
2a Form 990-EZ check here ▶ [ ]	**b Total revenue,** if any (Form 990-EZ, line 9)	**2b**	
3a Form 1120-POL check here ▶ [ ]	**b Total tax** (Form 1120-POL, line 22)	**3b**	
4a Form 990-PF check here ▶ [ ]	**b Tax based on investment income** (Form 990-PF, Part VI, line 5)	**4b**	
5a Form 8868 check here ▶ [ ]	**b Balance due** (Form 8868, line 3c)	**5b**	
6a Form 990-T check here ▶ [ ]	**b Total tax** (Form 990-T, Part III, line 4)	**6b**	
7a Form 4720 check here ▶ [ ]	**b Total tax** (Form 4720, Part III, line 1)	**7b**	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that [X] I am an officer of the above organization or [ ] I am a person subject to tax with respect to (name of organization) _____, (EIN) _____ and that I have examined a copy of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

[X] I authorize **PATRICIA L PICH, CPA, PLLC** to enter my PIN **12303** as my signature

ERO firm name

Enter five numbers, but do not enter all zeros

on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

[ ] As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax } Date } **05/11/22**

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

****

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS *e-file* Providers for Business Returns.

ERO's signature } **PATRICIA L PICH, CPA, PLLC** Date } **05/11/22**

ERO Must Retain This Form — See Instructions

Do Not Submit This Form to the IRS Unless Requested To Do So

1/2022 12:16 PM

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

u Do not enter social security numbers on this form as it may be made public.

u Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2020

Open to Public Inspection

CLIENT COPY

A For the 2020 calendar year, or tax year beginning 07/01/20 , and ending 06/30/21

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/ terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization: WASHINGTON CENTER FOR THE PERFORMING ARTS

Doing business as:

Number and street (or P.O. box if mail is not delivered to street address): 512 WASHINGTON STREET SE

Room/suite:

City or town, state or province, country, and ZIP or foreign postal code: OLYMPIA WA 98501

D Employer identification number: **-***2866

E Telephone number: 360-753-8585

G Gross receipts $: 2,618,555

F Name and address of principal officer:
QUINT NEWELL
512 WA STREET, SE
OLYMPIA WA 98501

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) t (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: u WWW.WASHINGTONCENTER.ORG

H(c) Group exemption number u

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other u

L Year of formation: 1983

M State of legal domicile: WA

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities:
THE WASHINGTON CENTER FOR THE PERFORMING ARTS IS THE PRINCIPAL PERFORMING ARTS RESOURCE FOR THE SOUTH PUGET SOUND REGION.

2 Check this box u ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a)	3	16
4 Number of independent voting members of the governing body (Part VI, line 1b)	4	16
5 Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	83
6 Total number of volunteers (estimate if necessary)	6	0
7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0

Revenue

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	1,954,575	2,473,186
9 Program service revenue (Part VIII, line 2g)	1,038,506	92,451
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	3,237	40,836
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	28,839	12,082
12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	3,025,157	2,618,555

Expenses

13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		0
14 Benefits paid to or for members (Part IX, column (A), line 4)		0
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	812,892	511,813
16a Professional fundraising fees (Part IX, column (A), line 11e)		0
b Total fundraising expenses (Part IX, column (D), line 25) u 91,004		
17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	1,829,339	953,012
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	2,642,231	1,464,825
19 Revenue less expenses. Subtract line 18 from line 12	382,926	1,153,730

Net Assets or Fund Balances

	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)	2,898,737	3,938,920
21 Total liabilities (Part X, line 26)	837,618	724,071
22 Net assets or fund balances. Subtract line 21 from line 20	2,061,119	3,214,849

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer — Date

LYNN WOFFORD VICE CHAIR

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
PATRICIA PICH	PATRICIA PICH	05/11/22		********

Firm's name } PATRICIA L. PICH, CPA, PLLC — Firm's EIN } **-***5216

Firm's address } 2413 PACIFIC AVE SE SUITE C OLYMPIA, WA 98501 — Phone no. 360-339-7867

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Part III **Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III ☐

1 Briefly describe the organization's mission:

THE WASHINGTON CENTER FOR THE PERFORMING ARTS IS THE PRINCIPAL PERFORMING ARTS RESOURCE FOR THE SOUTH PUGET SOUND REGION.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ **208,989** including grants of $) (Revenue $)

THE WASHINGTON CENTER FOR THE PERFORMING ARTS PRESENTS ITS OWN SERIES OF PROFESSIONAL PERFORMING ARTS EVENTS. ACTIVITY WAS SIGNIFICANTLY REDUCED DUE TO THE COVID-19 PANDEMIC AND BEING UNABLE TO LEGALLY OPERATE WITH LIVE AUDIENCES UNTIL APRIL 2021 AND THEN, IT WAS WITH LIMITED CAPACITY. THAT SAID, WE WERE ABLE TO PRESENT LIVE/STREAMED, THE COPRODUCTION AND LAUNCH OF A NATIONAL TOUR OF "WELCOME TO INDIAN COUNTRY". WE HOSTED A SILENT MOVIE SERIES WITH LIVE ORGAN, COMEDY EVENTS, AND LOCAL JAZZ ARTIST LAVON HARDISON. WE ALSO CREATED A VIRTUAL FIELD-TRIP FOR STUDENTS. DURING THIS DOWNTIME, WE WERE ABLE TO FINISH A MAJOR LIGHTING UPGRADE AND INSTALLATION.

4b (Code:) (Expenses $ **614,219** including grants of $) (Revenue $)

THE WASHINGTON CENTER FOR THE PERFORMING ARTS ACTS AS HOME FOR MANY OF THE REGION'S PERFORMING GROUPS, INCLUDING THE OLYMPIA SYMPHONY ORCHESTRA, MASTERWORKS CHORAL ENSEMBLE, BALLET NORTHWEST, OLYMPIA JUNIOR PROGRAMS, STUDENT ORCHESTRAS OF GREATER OLYMPIA, ENTERTAINMENT EXPLOSION, AND MANY OTHERS. THE CENTER ALSO MANAGES THE PERFORMING ARTS THEATER OF SOUTH PUGET SOUND COMMUNITY COLLEGE AND SERVES AS BOX OFFICE AND FRONT OF HOUSE MANAGEMENT FOR HARLEQUIN PRODUCTIONS.

4c (Code:) (Expenses $ including grants of $) (Revenue $)

N/A

4d Other program services (Describe on Schedule O.)

(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses **u** **823,208**

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	**1**	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors* (see instructions)?	**2**		X
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	**3**		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	**4**		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III*	**5**		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	**6**		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	**7**		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	**8**	X	
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	**9**		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	**10**	X	
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	**11a**	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	**11b**	X	
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	**11c**		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	**11d**	X	
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	**11e**	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	**11f**		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	**12a**	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	**12b**		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	**13**		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	**14a**		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	**14b**		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	**15**		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	**16**		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I* See instructions	**17**		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	**18**		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	**19**		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	**20a**		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	**20b**		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	**21**		X

Part IV **Checklist of Required Schedules** *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29	X	
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O.	38	X	

Part V **Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a	6		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c		X	

Part V **Statements Regarding Other IRS Filings and Tax Compliance** *(continued)*

				Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	**2a**	**83**		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		**2b**		X
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file* (see instructions)				
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?		**3a**		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*		**3b**		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		**4a**		X
b	If "Yes," enter the name of the foreign country **u** See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		**5a**		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		**5b**		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		**5c**		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		**6a**		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		**6b**		
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?		**7a**		
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		**7b**		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		**7c**		
d	If "Yes," indicate the number of Forms 8282 filed during the year	**7d**			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		**7e**		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		**7f**		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		**7g**		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		**7h**		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		**8**		
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the sponsoring organization make any taxable distributions under section 4966?		**9a**		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		**9b**		
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	**10a**			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	**10b**			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	**11a**			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	**11b**			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?		**12a**		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	**12b**			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state?		**13a**		
	Note: See the instructions for additional information the organization must report on Schedule O.				
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	**13b**			
c	Enter the amount of reserves on hand	**13c**			
14a	Did the organization receive any payments for indoor tanning services during the tax year?		**14a**		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*		**14b**		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.		**15**		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.		**16**		X

Part VI **Governance, Management, and Disclosure** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI X

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	16		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	16		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a		X
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this was done*	12c	X	
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a		X
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed u **WA**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records u

NANCY GASTON **512 WASHINGTON ST SE**

OLYMPIA **WA 98501** **360-753-8585**

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) **JILL BARNES**	40.00									
EXEC. DIRECTOR	0.00			X				110,529	0	3,283
(2) **TIM COLEY**	0.30									
SECRETARY	0.00	X		X				0	0	0
(3) **SANDY DIBERNARDO**	0.30									
BOARD MEMBER	0.00	X						0	0	0
(4) **ANN FLANNIGAN**	0.30									
TREASURER	0.00	X		X				0	0	0
(5) **LAVON HARDISON**	0.30									
BOARD MEMBER	0.00	X						0	0	0
(6) **DARLA KRUG**	0.30									
BAORD MEMBER	0.00	X		X				0	0	0
(7) **GEORGE O. LAMB**	0.30									
BOARD MEMBER	0.00	X						0	0	0
(8) **MARIA MECONI**	0.30									
BOARD MEMBER	0.00	X						0	0	0
(9) **QUINT NEWELL**	0.30									
CHAIR	0.00	X		X				0	0	0
(10) **NOEL OSTRANDER**	0.30									
BOARD MEMBER	0.00	X						0	0	0
(11) **MIKE REID**	0.30									
BOARD MEMBER	0.00	X						0	0	0

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) DEBRA STEPHENS	0.30									
BOARD MEMBER	0.00	X						0	0	0
(13) RON THOMAS	0.30									
BOARD MEMBER	0.00	X						0	0	0
(14) ALISON VEGA	0.30									
BOARD MEMBER	0.00	X						0	0	0
(15) DEBORAH VINSEL	0.30									
BOARD MEMBER	0.00	X						0	0	0
(16) SPENCE WEIGAND	0.30									
BOARD MEMBER	0.00	X		X				0	0	0
(17) LYNN WOFFORD	0.30									
VICE CHAIR	0.00	X		X				0	0	0
1b Subtotal u								110,529		3,283
c Total from continuation sheets to Part VII, Section A u										
d Total (add lines 1b and 1c) u								110,529		3,283

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization u **1**

		Yes	No
3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization u **0**

Part VIII **Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	1,638,163				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	835,023				
	g Noncash contributions included in lines 1a-1f	1g	$ 456,600				
	h **Total.** Add lines 1a–1f	u		2,473,186			
Program Service Revenue			Business Code				
	2a THEATER RENTAL AND USER		711300	53,531	53,531		
	b BOX OFFICE SERVICE CHARGE		711300	27,670	27,670		
	c CENTER EVENT INCOME		711300	11,250	11,250		
	d						
	e						
	f All other program service revenue						
	g **Total.** Add lines 2a–2f	u		92,451			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)	u		40,836	40,836		
	4 Income from investment of tax-exempt bond proceeds	u					
	5 Royalties	u					
			(i) Real	(ii) Personal			
	6a Gross rents	6a					
	b Less: rental expenses	6b					
	c Rental inc. or (loss)	6c					
	d Net rental income or (loss)	u					
			(i) Securities	(ii) Other			
	7a Gross amount from sales of assets other than inventory	7a					
	b Less: cost or other basis and sales exps.	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss)	u					
	8a Gross income from fundraising events (not including $ ..... of contributions reported on line 1c). See Part IV, line 18	8a					
	b Less: direct expenses	8b					
	c Net income or (loss) from fundraising events	u					
	9a Gross income from gaming activities. See Part IV, line 19	9a					
	b Less: direct expenses	9b					
	c Net income or (loss) from gaming activities	u					
	10a Gross sales of inventory, less returns and allowances	10a	187				
	b Less: cost of goods sold	10b					
	c Net income or (loss) from sales of inventory	u		187	187		
Miscellaneous Revenue			Business Code				
	11a MISCELLANEOUS			11,895	11,895		
	b						
	c						
	d All other revenue						
	e **Total.** Add lines 11a–11d	u		11,895			
	12 **Total revenue.** See instructions	u		2,618,555	145,369	0	0

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX X

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	113,812	85,359	28,453	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	398,001	121,284	217,193	59,524
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	179,726	75,677	104,049	
12 Advertising and promotion	19,530	17,530	2,000	
13 Office expenses	47,154	11,130	28,312	7,712
14 Information technology				
15 Royalties				
16 Occupancy	529,331	494,968	34,363	
17 Travel	1,971	376	1,595	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	130,346		130,346	
23 Insurance	19,326	15,024	4,302	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a FUNDRAISING	23,768			23,768
b CONCESSIONS EXP	1,860	1,860		
c				
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	1,464,825	823,208	550,613	91,004
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here u ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

				(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing		437,824	1	905,983
	2	Savings and temporary cash investments		382,713	2	622,401
	3	Pledges and grants receivable, net		151,110	3	83,678
	4	Accounts receivable, net		68,184	4	90,398
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)			6	
	7	Notes and loans receivable, net			7	
	8	Inventories for sale or use		13,930	8	13,078
	9	Prepaid expenses and deferred charges		90,488	9	39,350
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 3,297,745			
	b	Less: accumulated depreciation	10b 1,555,071	1,329,207	10c	1,742,674
	11	Investments—publicly traded securities			11	
	12	Investments—other securities. See Part IV, line 11		172,090	12	210,839
	13	Investments—program-related. See Part IV, line 11			13	
	14	Intangible assets			14	
	15	Other assets. See Part IV, line 11		253,191	15	230,519
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)		2,898,737	16	3,938,920
Liabilities	17	Accounts payable and accrued expenses		73,408	17	59,485
	18	Grants payable			18	
	19	Deferred revenue		265,583	19	365,869
	20	Tax-exempt bond liabilities			20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D			21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			22	
	23	Secured mortgages and notes payable to unrelated third parties			23	
	24	Unsecured notes and loans payable to unrelated third parties			24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		498,627	25	298,717
	26	**Total liabilities.** Add lines 17 through 25		837,618	26	724,071
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ▶ X and complete lines 27, 28, 32, and 33.**				
	27	Net assets without donor restrictions		1,370,502	27	2,314,339
	28	Net assets with donor restrictions		690,617	28	900,510
		Organizations that do not follow FASB ASC 958, check here ▶ ☐ and complete lines 29 through 33.				
	29	Capital stock or trust principal, or current funds			29	
	30	Paid-in or capital surplus, or land, building, or equipment fund			30	
	31	Retained earnings, endowment, accumulated income, or other funds			31	
	32	Total net assets or fund balances		2,061,119	32	3,214,849
	33	Total liabilities and net assets/fund balances		2,898,737	33	3,938,920

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	2,618,555
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,464,825
3	Revenue less expenses. Subtract line 2 from line 1	3	1,153,730
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	2,061,119
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	3,214,849

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a	X	
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b		X
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

u Attach to Form 990 or Form 990-EZ.

u Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2020

Open to Public Inspection

Name of the organization **WASHINGTON CENTER FOR THE PERFORMING ARTS**

Employer identification number ****-***2866**

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: .....

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: .....

10 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 331/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations .....

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) u	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	1,538,435	1,615,954	1,485,028	1,497,975	2,473,186	8,610,578
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge	456,600	456,600	456,600	456,600		1,826,400
4 **Total.** Add lines 1 through 3	1,995,035	2,072,554	1,941,628	1,954,575	2,473,186	10,436,978
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						10,436,978

Section B. Total Support

Calendar year (or fiscal year beginning in) u	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4	1,995,035	2,072,554	1,941,628	1,954,575	2,473,186	10,436,978
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 **Total support.** Add lines 7 through 10						10,436,978

12 Gross receipts from related activities, etc. (see instructions) 12 4,164,597

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2020 (line 6, column (f) divided by line 11, column (f)) 14 100.00 %

15 Public support percentage from 2019 Schedule A, Part II, line 14 15 100.00 %

16a **33 1/3% support test—2020.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☒

b **33 1/3% support test—2019.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

17a **10%-facts-and-circumstances test—2020.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐

b **10%-facts-and-circumstances test—2019.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ ☐

Part III **Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) u	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) u	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15	Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f))	15	%
16	Public support percentage from 2019 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2020** (line 10c, column (f), divided by line 13, column (f))	17	%
18	Investment income percentage from **2019** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests—2020.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33 1/3% support tests—2019.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in Part VI when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in Part VI what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in Part VI.*	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in Part VI.*	9a		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in Part VI.*	9b		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in Part VI.*	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?	11a		
b	A family member of a person described in line 11a above?	11b		
c	A 35% controlled entity of a person described in line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.*	11c		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	1		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	2		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	1		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).*	2		
3	By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.*	3		

Section E. Type III Functionally-Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).*

- a ☐ The organization satisfied the Activities Test. *Complete line 2 below.*
- b ☐ The organization is the parent of each of its supported organizations. *Complete line 3 below.*
- c ☐ The organization supported a governmental entity. *Describe in Part VI how you supported a governmental entity (see instructions).*

			Yes	No
2	Activities Test. *Answer lines 2a and 2b below.*			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	2a		
b	Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in *Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	2b		
3	Parent of Supported Organizations. *Answer lines 3a and 3b below.*			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No," provide details in Part VI.*	3a		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in Part VI the role played by the organization in this regard.*	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	**1**		
2 Recoveries of prior-year distributions	**2**		
3 Other gross income (see instructions)	**3**		
4 Add lines 1 through 3.	**4**		
5 Depreciation and depletion	**5**		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	**6**		
7 Other expenses (see instructions)	**7**		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	**8**		

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	**1a**		
b Average monthly cash balances	**1b**		
c Fair market value of other non-exempt-use assets	**1c**		
d **Total** (add lines 1a, 1b, and 1c)	**1d**		
e **Discount** claimed for blockage or other factors *(explain in detail in Part VI)*:			
2 Acquisition indebtedness applicable to non-exempt-use assets	**2**		
3 Subtract line 2 from line 1d.	**3**		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	**4**		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	**5**		
6 Multiply line 5 by 0.035.	**6**		
7 Recoveries of prior-year distributions	**7**		
8 **Minimum Asset Amount** (add line 7 to line 6)	**8**		

Section C – Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	**1**		
2 Enter 0.85 of line 1.	**2**		
3 Minimum asset amount for prior year (from Section B, line 8, column A)	**3**		
4 Enter greater of line 2 or line 3.	**4**		
5 Income tax imposed in prior year	**5**		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	**6**		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V **Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** *(continued)*

Section D – Distributions		**Current Year**
1	Amounts paid to supported organizations to accomplish exempt purposes	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	
4	Amounts paid to acquire exempt-use assets	
5	Qualified set-aside amounts (prior IRS approval required—*provide details in Part VI*)	
6	Other distributions (*describe in Part VI*). See instructions.	
7	**Total annual distributions.** Add lines 1 through 6.	
8	Distributions to attentive supported organizations to which the organization is responsive (*provide details in Part VI*). See instructions.	
9	Distributable amount for 2020 from Section C, line 6	
10	Line 8 amount divided by line 9 amount	

Section E – Distribution Allocations (see instructions)		**(i) Excess Distributions**	**(ii) Underdistributions Pre-2020**	**(iii) Distributable Amount for 2020**
1	Distributable amount for 2020 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2020 (reasonable cause required–*explain in Part VI*). See instructions.			
3	Excess distributions carryover, if any, to 2020			
a	From 2015			
b	From 2016			
c	From 2017			
d	From 2018			
e	From 2019			
f	**Total** of lines 3a through 3e			
g	Applied to underdistributions of prior years			
h	Applied to 2020 distributable amount			
i	Carryover from 2015 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4	Distributions for 2020 from Section D, line 7: $			
a	Applied to underdistributions of prior years			
b	Applied to 2020 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.			
5	Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in Part VI*. See instructions.			
6	Remaining underdistributions for 2020 Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in Part VI*. See instructions.			
7	**Excess distributions carryover to 2021.** Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2016			
b	Excess from 2017			
c	Excess from 2018			
d	Excess from 2019			
e	Excess from 2020			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

u Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
u Attach to Form 990.
u Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047
2020
Open to Public Inspection

Name of the organization
WASHINGTON CENTER FOR THE PERFORMING ARTS

Employer identification number
****-***2866**

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)
☐ Protection of natural habitat
☐ Preservation of open space
☐ Preservation of a historically important land area
☐ Preservation of a certified historic structure

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included in (a)	2c	
d	Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year **u**

4 Number of states where property subject to conservation easement is located **u**

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year **u**

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year **u** $

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 **u** $
(ii) Assets included in Form 990, Part X **u** $

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 **u** $
b Assets included in Form 990, Part X **u** $

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- **a** ☐ Public exhibition
- **b** ☐ Scholarly research
- **c** ☐ Preservation for future generations
- **d** ☐ Loan or exchange program
- **e** ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☒ No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	**1c**	
d Additions during the year	**1d**	
e Distributions during the year	**1e**	
f Ending balance	**1f**	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	122,996				175,279
b Contributions					2,128
c Net investment earnings, gains, and losses	31,857				12,640
d Grants or scholarships					
e Other expenditures for facilities and programs					12,278
f Administrative expenses	2,231				1,877
g End of year balance	152,623				175,892

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- **a** Board designated or quasi-endowment **u** %
- **b** Permanent endowment **u** %
- **c** Term endowment **u** %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations	3a(i)		X
(ii) Related organizations	3a(ii)		X
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		1,308,856	881,035	427,821
d Equipment		1,966,680	674,036	1,292,644
e Other				
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)* **u**				1,720,465

Part VII Investments – Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other **INVESTMENTS**	**210,839**	**MARKET**
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 12.)* u	**210,839**	

Part VIII Investments – Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 13.)* u		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

	(a) Description	(b) Book value
(1)	**WURLITZER ORGAN**	**138,638**
(2)	**STEINWAY PIANO**	**42,500**
(3)	**LT PROMISE TO GIVE UNRESTRICTED**	**25,381**
(4)	**GLASS SCULPTURES**	**24,000**
(5)		
(6)		
(7)		
(8)		
(9)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 15.)* u		**230,519**

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) **PPP LOAN**	**239,165**
(3) **GIFT CERTIFICATES**	**59,552**
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 25.)* u	**298,717**

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			**1**	**2,618,555**
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	**2a**			
b	Donated services and use of facilities	**2b**			
c	Recoveries of prior year grants	**2c**			
d	Other (Describe in Part XIII.)	**2d**			
e	Add lines **2a** through **2d**			**2e**	
3	Subtract line **2e** from line **1**			**3**	**2,618,555**
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	**4a**			
b	Other (Describe in Part XIII.)	**4b**			
c	Add lines **4a** and **4b**			**4c**	
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			**5**	**2,618,555**

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			**1**	**1,464,825**
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	**2a**			
b	Prior year adjustments	**2b**			
c	Other losses	**2c**			
d	Other (Describe in Part XIII.)	**2d**			
e	Add lines **2a** through **2d**			**2e**	
3	Subtract line **2e** from line **1**			**3**	**1,464,825**
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	**4a**			
b	Other (Describe in Part XIII.)	**4b**			
c	Add lines **4a** and **4b**			**4c**	
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			**5**	**1,464,825**

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part XIII Supplemental Information *(continued)*

SCHEDULE M (Form 990)

Department of the Treasury
Internal Revenue Service

Noncash Contributions

u Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
u Attach to Form 990.
u Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2020

Open To Public Inspection

Name of the organization **WASHINGTON CENTER FOR THE PERFORMING ARTS**

Employer identification number ****-***2866**

Part I Types of Property

		(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1	Art — Works of art				
2	Art — Historical treasures				
3	Art — Fractional interests				
4	Books and publications				
5	Clothing and household goods				
6	Cars and other vehicles				
7	Boats and planes				
8	Intellectual property				
9	Securities — Publicly traded				
10	Securities — Closely held stock				
11	Securities — Partnership, LLC, or trust interests				
12	Securities — Miscellaneous				
13	Qualified conservation contribution — Historic structures				
14	Qualified conservation contribution — Other				
15	Real estate — Residential				
16	Real estate — Commercial				
17	Real estate — Other				
18	Collectibles				
19	Food inventory				
20	Drugs and medical supplies				
21	Taxidermy				
22	Historical artifacts				
23	Scientific specimens				
24	Archeological artifacts				
25	Other u ( )	X	1	456,600	
26	Other u ( )				
27	Other u ( )				
28	Other u ( )				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement 29

		Yes	No
30a	During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least three years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?		X
b	If "Yes," describe the arrangement in Part II.		
31	Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?		X
32a	Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?		X
b	If "Yes," describe in Part II.		
33	If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.		

Part II **Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

u Attach to Form 990 or 990-EZ.

u Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2020

Open to Public Inspection

Name of the organization **WASHINGTON CENTER FOR THE PERFORMING ARTS**

Employer identification number ****-***2866**

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990

THE BOARD REVIEWS THE FORM 990 WITH THE BOARD CHAIR SIGNING THE RETURN.

FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY

THE POLICY WAS INITIATED IN 2008 AND HAS BEEN REVIEWED ANNUALLY BY EACH BOARD MEMBER.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION

PERSONS MAY REQUEST TO VIEW THE ORGANIZATION DOCUMENTS UPON PRIOR REQUEST.

FORM 990, PART IX, LINE 11G - OTHER FEES FOR SERVICES

DESCRIPTION	TOT/PROG SERVICE	MGT & GENERAL	FUNDRAISING
ARTIST FEES	$ 14,142	$ 0	$ 0
STAGEHAND FEES	$ 55,904	$ 0	$ 0
PROFESSIONAL FEES	$ 4,796	$ 103,337	$ 0
MISCELLANEOUS	$ 835	$ 712	$ 0
TOTAL	$ 75,677	$ 104,049	$ 0

Form **990**

Two Year Comparison Report

For calendar year 2020, or tax year beginning **07/01/20** , ending **06/30/21**

2019 & 2020

Name

WASHINGTON CENTER FOR THE PERFORMING ARTS

Taxpayer Identification Number

****-***2866**

			2019	2020	Differences
Revenue	1. Contributions, gifts, grants	1.	1,397,330	835,023	-562,307
	2. Membership dues and assessments	2.			
	3. Government contributions and grants	3.	557,245	1,638,163	1,080,918
	4. Program service revenue	4.	1,038,506	92,451	-946,055
	5. Investment income	5.	3,237	40,836	37,599
	6. Proceeds from tax exempt bonds	6.			
	7. Net gain or (loss) from sale of assets other than inventory	7.			
	8. Net income or (loss) from fundraising events	8.			
	9. Net income or (loss) from gaming	9.			
	10. Net gain or (loss) on sales of inventory	10.	16,658	187	-16,471
	11. Other revenue	11.	12,181	11,895	-286
	12. **Total revenue.** Add lines 1 through 11	12.	3,025,157	2,618,555	-406,602
Expenses	13. Grants and similar amounts paid	13.			
	14. Benefits paid to or for members	14.			
	15. Compensation of officers, directors, trustees, etc.	15.	113,579	113,812	233
	16. Salaries, other compensation, and employee benefits	16.	699,313	398,001	-301,312
	17. Professional fundraising fees	17.			
	18. Other professional fees	18.	574,615	179,726	-394,889
	19. Occupancy, rent, utilities, and maintenance	19.	640,158	529,331	-110,827
	20. Depreciation and Depletion	20.	117,250	130,346	13,096
	21. Other expenses	21.	497,316	113,609	-383,707
	22. **Total expenses.** Add lines 13 through 21	22.	2,642,231	1,464,825	-1,177,406
	23. **Excess or (Deficit).** Subtract line 22 from line 12	23.	382,926	1,153,730	770,804
Other Information	24. Total exempt revenue	24.	3,025,157	2,618,555	-406,602
	25. Total unrelated revenue	25.			
	26. Total excludable revenue	26.	1,070,582	145,369	-925,213
	27. Total assets	27.	2,898,737	3,938,920	1,040,183
	28. Total liabilities	28.	837,618	724,071	-113,547
	29. Retained earnings	29.	2,061,119	3,214,849	1,153,730
	30. Number of voting members of governing body	30.	16	16	
	31. Number of independent voting members of governing body	31.	16	16	
	32. Number of employees	32.	122	83	
	33. Number of volunteers	33.	158		

Form **990**

Tax Return History

2020

Name **WASHINGTON CENTER FOR THE PERFORMING ARTS**

Employer Identification Number ****-***2866**

	2016	2017	2018	2019	2020	2021
Contributions, gifts, grants	1,538,435	1,615,954	1,954,120	1,954,575	2,473,186	
Membership dues						
Program service revenue	1,225,974	1,209,797	1,528,021	1,038,506	92,451	
Capital gain or loss						
Investment income	17,283	12,144	6,379	3,237	40,836	
Fundraising revenue (income/loss)						
Gaming revenue (income/loss)						
Other revenue	5,874	19,334	10,872	28,839	12,082	
Total revenue	2,787,566	2,857,229	3,499,392	3,025,157	2,618,555	
Grants and similar amounts paid						
Benefits paid to or for members						
Compensation of officers, etc.				113,579	113,812	
Other compensation	606,126	660,024	736,355	699,313	398,001	
Professional fees	770,520	744,695	938,694	574,615	179,726	
Occupancy costs	628,111	641,534	651,955	640,158	529,331	
Depreciation and depletion	103,904	86,215	97,384	117,250	130,346	
Other expenses	621,048	625,269	726,391	497,316	113,609	
Total expenses	2,729,709	2,757,737	3,150,779	2,642,231	1,464,825	
Excess or (Deficit)	57,857	99,492	348,613	382,926	1,153,730	
Total exempt revenue	2,787,566	2,857,229	3,499,392	3,025,157	2,618,555	
Total unrelated revenue						
Total excludable revenue	1,249,131	1,241,275	1,545,272	1,070,582	145,369	
Total Assets	1,477,642	1,957,426	2,532,060	2,898,737	3,938,920	
Total Liabilities	247,554	627,846	853,867	837,618	724,071	
Net Fund Balances	1,230,088	1,329,580	1,678,193	2,061,119	3,214,849	

Federal Statements

Taxable Interest on Investments

Description	Amount	Unrelated Business	Exclusion Code	Postal Code	Acquired after 6/30/75	US Obs ($ or %)
INTEREST INCOME	$ 1,393					
TOTAL	$ 1,393					

Federal Statements

Form 990, Part IX, Line 11g - Other Fees for Service (Non-employee)

Description	Total Expenses	Program Service	Management & General	Fund Raising
ARTIST FEES	$ 14,142	$ 14,142	$	$
STAGEHAND FEES	55,904	55,904		
PROFESSIONAL FEES	108,133	4,796	103,337	
MISCELLANEOUS	1,547	835	712	
TOTAL	$ 179,726	$ 75,677	$ 104,049	$ 0

Federal Statements

Schedule A, Part II, Line 1(e)

Description	Amount
LOCAL GOVERNMENT SUPPORT	$ 459,471
GOVERNMENT GRANTS	1,178,692
PRIVATE SUPPORT	120,788
SPECIAL EVENTS	65,629
DONATIONS	192,006
IN-KIND CONTRIBUTIONS RENT	456,600
TOTAL	$ 2,473,186

Schedule A, Part II, Line 12 - Current year

Description	Amount
CENTER EVENT INCOME	$ 11,250
THEATER RENTAL AND USER	53,531
BOX OFFICE SERVICE CHARGE	27,670
INTEREST INCOME	1,393
INVESTMENT AND INTEREST INCOM	39,443
MISCELLANEOUS	11,895
CONCESSION SALES	187
TOTAL	$ 145,369

WASHINGTON CENTER FOR THE PERFORMING ARTS BYLAWS

ARTICLE 1 - PURPOSE

The Washington Center for the Performing Arts ("WCPA") is a primary link in the encouragement and development of cultural horizons for the entire South Puget Sound area. To meet this mission, WCPA will: operate in a fiscally responsible manner, operate a well-equipped and well-maintained performing arts facility for rental use, and present a selection of professional arts performances and other events to meet needs not otherwise being met.

To accomplish these goals WCPA will remain responsive to the needs and interests of those groups using or interested in using the facility, take an arts leadership role with those events chosen and presented by WCPA, and acknowledge the importance of arts education for all ages.

The principal office of this corporation shall be located in Thurston County, at an address established by resolution of the Board of Directors.

ARTICLE 2 - MEMBERSHIP

This corporation shall have no members.

ARTICLE 3-BOARD OF DIRECTORS

I) Powers: This corporation shall have powers to the extent allowed by law. All powers and activities of this corporation shall be exercised and managed directly by the board or, if delegated, under direction of the Board.

2) Number of Directors: The authorized number of directors shall not be less than fifteen (15) or more than twenty-four (24).

3) Appointment and term of Directors: Each director shall be appointed by the Board of Directors of WCPA. The term of office for each director shall be for three (3) years, commencing July I and terminating June 30, to coincide with WCPA's fiscal year. Each director may serve a maximum of two consecutive terms with up to three (3) additional one (1) year renewable terms.

4) Officers of the Board: The board may elect a director to hold an officer position at any time during the director's term of service, and the director may hold that office or any other office for as long as that director is eligible to remain on the board, with the following provisos:

a) Officers are nominated and elected in June, and begin serving as officers on July I.
b) No director may hold an officer position in their first year of their first term.

5) Vacancies: A vacancy is deemed to exist in the event that the actual number of directors is less than the authorized maximum number for any reason. Resignations shall be effective upon receipt of written notice to the board, the Chair, or a Vice-Chair. The board, by majority vote of those members present constituting a quorum, may remove any director with or without cause. Unexcused absence of a director from three board meetings may constitute cause for removal. The board may choose to fill vacancies at any time during the corporation's fiscal year, provided that:

a) The Nominating Committee shall put forward a name or names to fill any vacancies.
b) A mid-year election to the board with four (4) or fewer meetings remaining in the fiscal year shall not count as year-one of a director's three-year term.
c) A mid-year election to the board with five (5) or more meetings remaining in the fiscal year shall count as year-one of a three-year term.

6) Leaves of Absence: The board may grant by majority vote an extended leave of absence to any director.

7) Meetings: A meeting of the Board of Directors shall be held at least 9 times a year

8) Quorum: A majority of the directors then in office shall constitute a quorum. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors. Any action taken is approved by at least a number equal to the majority of the required quorum for such meetings. Directors may not vote by proxy.

9) Electronic Voting: On urgent matters arising between board meetings, the Chair may call for a vote by email, providing the results, including each member's vote, are recorded by the staff Administrative Assistant and reported to the board in minutes.

10) Standard of Care

a) General: A director shall perform their duties of a director in good faith in the best interest of this corporation.
b) Reliance: In performing the duties of a director, a director shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

(i) One or more officers or employees of the corporation whom the director believes to be reliable and competent in the matters presented
(ii) Legal counsel, independent accountants, or other persons as to matters that the director believes to be within such person's professional or expert competence, or;

d) Investments: The Board will work in accordance with the investment policy.
e) Conflict of Interest: Conflict of interest arises whenever the personal or professional interest of a director is potentially at odds with the best interests of the corporation. If an issue is to be decided by the board of directors that involves potential conflict of interest for a director, it is the responsibility of the director to:

(i) Disclose the potential conflict of interest
(ii) Not participate in discussion of the program or motion being considered
(iii) Not vote on the issue

11) Prohibited transactions:

a) Loans: This corporation shall not make any loan of money or property to or guarantee the obligation of any director or officer; Provided, however, that this corporation may advance to a director or officer of this corporation or any subsidiary, the amount of any expenses reasonably anticipated to be incurred in performance of the duties of such officer or director so long as such individual would be entitled to be reimbursed for such expenses absent that advance. The director or officer receiving such an advance shall promptly provide the corporation with receipts showing payment for the expenses so advanced, and shall promptly refund to the corporation any portion of the advanced funds that were not used.

b) Self-Dealing Transactions: Except as provided in subsection C below, the board shall not approve a self-dealing transaction. A self-dealing transaction is one to which the corporation is a party and in which one or more of the directors has a material financial interest or a transaction between this corporation and one or more of the directors or between this corporation and any person in which one or more of its directors has a material financial interest.

c) Approval: The Board of Directors may approve a self-dealing transaction if the board determines that the transaction is in the best interests of and is fair and reasonable to this corporation and, after reasonable investigation under the circumstances, determines that this corporation could not have obtained a more advantageous arrangement with reasonable effort under the circumstances. Such determinations must be made by the Board, in good faith, with knowledge of the material facts concerning this transaction and the director's interest in the transaction, and by a vote of a majority of the directors then in office, without counting the vote of the interested director or directors. No approval shall be given to any transaction engaged in by a private foundation, which is prohibited by Sections 4941 through 4945 of the Internal Revenue Code of 1986.

ARTICLE 4- INDEMNNIFICATION

The WCPA shall indemnify, defend and hold harmless the Executive Director, any director, officer and employee for any act or omission taken or omitted in good faith relating to or arising out of the conduct of WCPA business to the maximum extent permitted by the Washington Non-Profit Corporation Act. Insurance providing coverage for the defense, indemnification and hold harmless mandated under this article shall be purchased if available at a reasonable price.

ARTICLE 5 – COMMITTEES

1. Committees of Directors: The Board of Directors may establish committees and establish their scope of authority.

2. Scope of authority: Any committee, to the extent provided in the resolution, may have all the authority of the board, except that no committee, regardless of board resolution may:

a. Fill vacancies on the Board of Directors or on any committee
b. Amend or repeal Bylaws or adopt new Bylaws
c. Amend or repeal any resolution of the Board of Directors which by its express terms is not so

amendable or repeatable

d. Appoint any other committees of the Board of Directors or the members of these committees

4. Reports: Committees will report activities to the board.

5. Standing Committees: Notwithstanding the prerogative of the Board of Directors to appoint additional committees, as specified in Article 4.1, these committees shall stand every year:

a. Executive Committee: The Executive Committee shall consist of the officers of the corporation, as elected by the Board of Directors; The Executive Committee's responsibilities include:

i. Providing fiscal direction for the Board;
ii. Regularly reviewing the corporation's revenues and expenditures, balance sheet, investments, and other matters related to its continued solvency;
iii. Approving the annual budget and submitting it to the full Board for approval;
iv. Working closely with the Executive Director and the Finance Manager
v. Overseeing the maintenance of organizational-wide assets, including prudent management of organizational investments.

b) Nominating Committee: This committee shall consist of at least three directors, with the immediate Past-Chair serving as the Chair, or if there is no currently serving Past-chair, and then the board may elect any director to serve as chair. The current Chair serves as the Board Liaison to the committee. The responsibilities of the committee are:

i) To secure and present a slate of qualified candidates for membership on the Board of Directors to maintain the number of directors within the minimum and maximum as specified in Article 3.2.
ii) To notify the board when they are accepting names of candidates for director and officer positions, and the names nominated by directors will be kept on file at the corporation office.
iii) To present a slate of candidates from within the current Board of Directors for the officer positions specified in Article 6.
iv) To contact each potential candidate to determine that they are willing to serve as a director of the corporation.
v) To present the slate of candidates for directors and Officers to the Board at its May meeting for review and discussion, including short biographies of each candidate.
vi) To schedule a vote on the proposed slate of new directors and officers at the June meeting of the Board of Directors.

ARTICLE 6 – OFFICERS

1. Officers: The officers of this corporation shall be Chair, Vice Chair, Treasurer, Secretary, and Past-Chair. The corporation may also have, at the discretion of the Board of Directors, such other officers as may be appointed by a majority vote. Any number of offices may be held by the same person, except that the Treasurer may not serve concurrently as the Chair of the Board.

2. Election: The officers of this corporation shall be chosen annually by the directors at the June meeting for the following fiscal year, and each shall serve at the pleasure of the Board.

Terms: Officers are elected for one-year terms and may, at the discretion of the board, serve as many terms as the board pleases, subject to the limitations specified in Article 3.4.

3. Removal: Any officer may be removed, with or without cause, by the Board of Directors at any meeting of the board.

4. Resignation: Any officer may resign at any time by giving written notice to the Executive Committee or the Board of Directors. Any resignation shall take effect at the date of the receipt of that notice, or at any later time specified by that notice, and unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective.

5. Vacancies: A vacancy in any office for any reason shall be filled in the manner described in these Bylaws for regular appointments to that office, as specified in Article 5.

6. Chair: The Chair shall preside at all meetings of the Board of Directors and shall exercise and perform such other powers and duties as may be from time-to-time assigned by the board or prescribed by the Bylaws. The Chair shall, subject to control of the board, generally supervise and direct the business of the board and officers of the corporation. The Chair may be a member of all committees and has the general powers and duties of management usually vested in the office of Chair of a board of directors. The Chair shall also have such other powers and duties as may be prescribed by the board or by the Bylaws.

7. Treasurer: Reviews monthly financial statements for conformance to best practices and monitors the budget. The treasurer convenes a quarterly comprehensive financial review with the executive committee, business manager and Executive Director and reports to the board with any additional narrative regarding finances beyond or in addition to staff report.

8. Vice-Chair: Works to increase contributed income in collaboration with the executive committee, executive director, and development director.

9. Secretary: This officer has the primary responsibility of communicating the corporation's mission to the public. The Secretary ensures meetings are run as specified in the bylaws and manages the correspondence of the Board of Directors except for such correspondence assigned to others.

10. Past-Chair: Chairs the Nominating Committee.

ARTICLE 7 - Executive Director

1. Function: In accordance with the mission and goals of the organization, the Executive Director provides full operational and financial oversight of WCPA within the policies set by the Board of Directors.

2. Scope of Responsibility: The Executive Director is the Chief Executive Officer of The Washington Center for the Performing Arts. As such, the Executive Director supervises all of the corporation's employees, and through them all volunteers, and has full authority to hire and fire staff.

3. Accountability: The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

4. Performance Review: The Executive Director's performance will be formally reviewed annually by the Executive Committee according to the procedure outlined in the separate document, "Position Description for Executive Director" as currently in effect and as may be amended from time to time by the Board of Directors.

ARTICLE 8 – MISCELLANEOUS

l: Fiscal Year: The fiscal year of this corporation shall be July 1 - June 30.

2. Contracts: All contracts entered into on behalf of this corporation must be authorized by the Board of Directors, by the executive committee, by the Chair, or by such individuals as are authorized by the board.

3. Loans: No major loan may be taken out by the WCPA without the approval of a majority of the Board of Directors.

4. Execution of Checks: Except as otherwise provided by law, every check, draft, promissory note, money order, or other evidence of indebtedness of the corporation shall be signed by one or more Officers of the Board, or by the Executive Director as authorized by the board.

5. Report to Directors: The Chair shall furnish a written report annually to all directors of this corporation containing the following information:

a. The assets and liabilities, including the trust funds, of this corporation as of the end of the fiscal year;
b. The principal changes in assets and liabilities, including trust funds, during the fiscal year;
c. The revenue or receipts of this corporation, both unrestricted and restricted for particular purposes, for the fiscal year;
d. The expenses of disbursements of this corporation, for both general and restricted purposes during the fiscal year;
e. Any transaction during the previous fiscal year involving $1,000.00 or more from this corporation or a subsidiary and in which any director or officers of the corporation or subsidiary was a party. The report must disclose the names of the interested persons involved in such transaction stating such person's relationship to the corporation, the nature of such person's interest in the transaction, and where practicable, the amount of such interest;
f. The amount and circumstances of any indemnifications or advances paid during the fiscal year to any officer or director of the corporation.

6. Amendments: Proposed amendments to these Bylaws must be submitted in writing to the directors at least one (1) week in advance of the board meeting at which they will be considered for adoption. The vote of two thirds (2/3) of the directors present at any meeting shall be required to adopt a Bylaw amendment.

These Bylaws were adopted as amended on January 19, 2017.

Jim Haley, Chair of the Board

00375 SEP 2082

FILED

SEP 17 1982

SECRETARY OF STATE
STATE OF WASHINGTON

ARTICLES OF INCORPORATION

OF

WASHINGTON CENTER

We, the undersigned, acting as Incorporators of a corporation under the provisions of the Washington Non-Profit Corporation Act (RCW 24.03), adopt the Articles of Incorporation for such corporation:

ARTICLE I

The name of the corporation shall be WASHINGTON CENTER.

ARTICLE II

The corporation shall have a perpetual existence.

ARTICLE III

This corporation is a non-profit corporation and is not organized for the private gain of any person. It is organized under RCW 24.03 for charitable purposes, namely to operate the Washington Center in Olympia.

This corporation is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954. Notwithstanding any other provision of these Articles, this corporation shall not carry on any activity not permitted to be carried on by a corporation exempt under that Section.

ARTICLE IV

The address of the initial registered office shall be 1120 West Harrison, Olympia, Washington, 98502. The

name of the initial registered agent of the corporation at such address shall be Richard G. Phillips, Jr.

ARTICLE V

The corporation shall be governed by a Board of Directors of nine (9) to fifteen (15) members. The initial Board of Directors of the corporation shall be eleven (11) directors. The names and addresses of the persons who are to serve as the initial directors of the corporation are as follows:

NAME	ADDRESS
Percy Bean	625 S. Columbia, P.O. Box 85, Olympia, WA, 98507
Lynn Brunton	4902 Bush Mtn. Dr. S.W., Tumwater, WA, 98501
William Carr	324 No. Sherman, Olympia, WA, 98501
Fred Goldberg	403 Capitol Way, Olympia, WA, 98501
Judy Henderson	1617 Camden Park Dr., Olympia, WA, 98501
Zane Lambert	315 East 10th, Olympia, WA, 98501
Robert Lovely	3905 Lakehills Drive, Olympia, WA, 98501
Judy McNickle	3201-83rd Ave. S.W., Olympia, WA, 98502
Robert Olson	2408 Wedgewood Drive, Olympia, WA, 98501
Barbara O'Neill	8542 Queets Drive, Olympia, WA, 98506
Richard G. Phillips, Jr.	1120 W. Harrison, Olympia, WA, 98502

ARTICLE VI

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation,

and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE VII

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall

be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

DATED: 8-13-82

PERCY BEAN

LYNN BRUNTON

WILLIAM CARR

FRED GOLDBERG

JUDY HENDERSON

ZANE LAMBERT

ROBERT LOVELY

JUDY McNICKLE

ROBERT OLSON

BARBARA O'NEILL

RICHARD G. PHILLIPS, JR.

STATE of WASHINGTON SECRETARY of STATE

I, Ralph Munro, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF AMENDMENT

to

WASHINGTON CENTER

a Washington **non-profit** corporation. Articles of Amendment were filed for record in this office on the date indicated below.

Changing name to THE WASHINGTON CENTER FOR THE PERFORMING ARTS

Corporation Number: **2-324075-7** Date: **November 23, 1983**

Given under my hand and the seal of the State of Washington, at Olympia, the State Capitol.

Ralph Munro, Secretary of State

1709
189-191

SSF 58

00252 DEC 883

FILED
NOV 23 1983
SECRETARY OF STATE
STATE OF WASHINGTON

ARTICLES OF AMENDMENT OF
ARTICLES OF INCORPORATION OF
WASHINGTON CENTER

Articles of Amendment of Articles of Incorporation of WASHINGTON CENTER, a Washington non-profit corporation, are herein executed in duplicate by said corporation as follows:

I

The name of the corporation is WASHINGTON CENTER.

II

The amendment to the Articles of Incorporation adopted by said corporation is as follows:

ARTICLE I

The name of the corporation shall be THE WASHINGTON CENTER FOR THE PERFORMING ARTS.

III

There are no members of said corporation having voting rights. A meeting of the Board of Directors of said corporation was held on October 13, 1983, at which said meeting, the amendment was adopted; said amendment received the vote of a majority of said directors in office.

WASHINGTON CENTER

By Richard G. Phillips
Richard G. Phillips, Jr.,
President

STATE OF WASHINGTON)
) ss.
County of Thurston)

RICHARD G. PHILLIPS, JR., being first duly sworn on oath, deposes and says:

That he is the President of the Washington Center, and as such is authorized to execute this verification on its behalf; that he has read the foregoing Articles of Amendment of the Articles of Incorporation, knows the contents thereof and believes the same to be true.

Richard G Phillips

RICHARD G. PHILLIPS, JR.

SUBSCRIBED and SWORN to before me this 23 day of November, 1983.

James S Parker

NOTARY PUBLIC in and for the State of Washington, residing at Olympia. Tacoma

RCVD: 08/22/22

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Olympic Flight Museum — Organization/Agency Name
91-1899948 — Federal Tax ID Number
Teri Thorning — Contact Name
Olympic Air Show Coordinator — Title
7637-A Old Highway 99 SE — Mailing Address
Tumwater — City; WA — State; 98501 — Zip
(360) 705-3925 — Phone
www.olympicairshow.com — Website
oas@olympicflightmuseum.com — Email Address

☐ Tourism Promotion/Marketing Activities ☒ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $42,300 Total Project / Event Budget: $176,715

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

Funds will be used exclusively for the 2023 Olympic Air Show.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 22 number of years

Name of Event/Festival	Location	Date of Event/Festival
Olympic Air Show	Olympia Regional Airport	June 17-18, 2023

CERTIFICATION

I hereby state on behalf of Olympic Flight Museum that the:
Organization/Agency Name

Applicant is: ☒ Nonprofit ☐ For Profit ☐ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Kyle Baxter, Manager, Olympic Flight Museum — Name and Title
[signature] — Signature
8/22/2022 — Date

RECEIVED
AUG 22 2022
TUMWATER UTILITIES

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   The Olympic Flight Museum and the Olympic Air Show's mission is to explore, preserve, educate and promote the history of aviation and the role it has played in world history by featuring flight demonstrations and ground displays. The event serves as the museum's primary fundraising activity, and raises revenue which helps fund year-round operations of the museum. Because of this event, the museum can provide a year-round attraction and a place to visit when tourists are looking for activities in every season. The Olympic Air Show is also a prominent summertime attraction which not only benefits the local hospitality and tourism industry, but also provides and unique and special experience for the local community as well.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

      City of Tumwater lodging tax funds will be used for the promotion and implementation of the 2023 Olympic Air Show, and for the procurement of aerobatic demonstrations.

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

      The event will be held on the traditional date of Father's Day weekend, June 17-18, 2023.

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   Financial resources include visitor admission fees, facility rentals, and membership donations collected by the museum throughout the year. The event attracts sponsors who make modest financial or in-kind donations. Other resources include an event planning committee of crucial individuals who oversee strategic coordination, museum staff, and volunteers. For the 2022 Olympic Air Show, 65 individuals volunteered for event set-up, implementation, and tear-down. Total number of volunteer hours exceeded 1,238. These museum and event volunteers do not include event partner groups who utilize their own members for specific functions, such as the Civil Air Patrol, Olympia Camera Club, and local service groups.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   Port of Olympia $1,500; City of Olympia $20,000.

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   Yes, the Olympic Flight Museum intends to apply for funding from these and other municipalities. Tumwater's lodging tax funds are applied separately for the purpose of performer fees and incentives to include lodging and rental vehicles; marketing and promotion, and operational costs.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   23%: $42,300 divided by event budget of $176,715 = 23%

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   Thousands of visitors enjoy the Olympic Air Show each year. Visitors are encouraged to stay in Tumwater hotels, in addition to benefitting our community partners, city attractions, dining facilities, and retail establishments. We direct our performer and special guests to stay in Tumwater hotels each year, resulting in thousands of direct revenue to the lodging industry. In 2022, the Olympic Air Show contributed more than $8,330 in lodging revenue to Tumwater hotels. In addition to lodging, thousands more were spent on rental vehicles, performer and volunteer meals, and at other local retail establishments.

8. How broad-based will the tourism promotion benefit be geographically and economically?

   Manual data collection indicated the 2022 Olympic Air Show attracted 176 visitors from 11 states (outside of Washington), indicating effective promotion and advertising achievements. Advertising for the air show also serves to attract visitors at other times during the year.
   In the effort to maintain and expand our market area, event advertising and promotion is applied to a larger regional area over a six month period. National and regional campaigns commence during the winter and include television, digital, radio, print and social media, in addition to outreach directed to international tour groups. The Olympic Air Show website, originally established in 2013, was significantly enhanced in 2020, and serves to communicate the featured performers, sponsors, lodging, attractions, and ticket information. Since the debut of www.olympicairshow.com, the website has had over

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

   Lodging tax funds are primarily expensed for event promotion, performer lodging and incentives, and performer fees. These elements combined with an aggressive marketing campaign reach thousands of viewers over a six month period through multiple mediums. Additionally, the continued national decline of air shows results in greater attention to the few that continue to exist. The Olympic Air Show has a proven record of attracting air and ground displays that are unique to the event. This specialty, combined with regular and continual promotion, results in the consistent, year-round attraction of tourists every year.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

    a) Staying overnight in paid accommodations away from their place of residence or business — 1,311

    b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 3,410

    c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 524

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

d) Attending but not included in one of the three categories above (a. b. and c.) 6,441

e) Total number of hotel rooms / room nights generated in Tumwater 449 / 479
Rooms #Nights

f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) 176

g) Overall attendance 11,686

h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

10.a. Estimate 25% of 5,247 tourists staying in paid accommodations = 1,311
10.b. Estimate 65% of 5,247 tourists staying in unpaid accommodations = 3,410
10.c. Estimate 10% of 5,247 tourists staying for the day only = 524
10.d. Attending but not included as a tourist: 11,686 - 5,245 = 6,441
10.e. Of the 1,311 tourists staying in paid accommodations, estimate a family unit of 3.13 is 419 rooms; Add 30 pilots and crew = 449; add 30 rooms for pilots and crew staying for two nights = 479
10.f. Out of state/country attendance as determined by electronic ticket analysis = 176

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

Visitor demographic data is collected and compiled from electronic ticket analysis. The museum also corresponds with local lodging facilities to track their room inventory as it relates to the event.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

For six months prior to the Olympic Air Show, the museum and air show websites experience a significant increase in viewer traffic. Both websites link to five Tumwater lodging properties. In addition, we purposefully reserve pilot and crew rooms in Tumwater hotels for convenient access to and from the airport.

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

The event program contains a page where other nearby attractions, restaurants and places of interest are featured. The even't long term intensive marketing campaign also serves to entice tourists to visit the Tumwater area all year long.

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
For example: how do you intend to alternatively fund your program / which services will not happen?

Without the requested level of assistance from the City of Tumwater, the Olympic Air Show would experience a significant reduction in promotion and advertising efforts and a decrease in the number of show performers and featured guests. These decreases would greatly reduce the advertising/promotion capability along with a number of prospective aerobatic performers. Any decrease in these areas would result in a consequential decrease in the museum's ability to reach out to and attract visitors from outside the immediate area and thus

their tourism related spending. The Olympic Air Show serves as a museum's primary fundraising event; shortage of the revenue generated would impact the annual operating capability of the museum.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

    Our organizational and heritage partners include:
    City of Olympia; Port of Olympia; Thurston County; South Sound Squadron of the Civil Air Patrol; EAA Cascade Warbird Squadron; Friends of Willie and Joe Living Historians; Hands On Children's Museum; Historic Flight Foundation; Pacific Harbor Council of Boy Scouts; Olympia Camera Club; Experience Olympia (Visitor and Convention Bureau); Puget Sound Antique Aircraft Club; Skookumchuck Grange; Tenino Motorcycle Drill Team; Gamewardens Northwest Association; Thurston County Readiness Center (Washington National Guard); The Olympian; Thurston Talk; and Tumwater Fire Department.

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

    The Olympic Flight Museum attracts approximately 30,000 visitors annually, which also benefits our community partners, city attractions, lodging properties, dining facilities, and services. As a leading producer of Tumwater's tourism economy, the museum also exists for the enjoyment of Tumwater citizens and beyond. The museum actively hosts private and public gatherings and is an anchor organization within city limits. Citizens enjoy our presence as an active and consistent participant in community activities.

    This year's Olympic Air Show tourist attendance realized a significant increase, from 19.9% in 2019, to 44.9% in 2022. This increase is likely due to several factors: patrons were eager to attend a public gathering after two years of reduced activities. Attendees from outside the area (tourists) took advantage of discounted, contact-less payments to secure their tickets, while local citizens familiar with the event used the traditional front gate admission process and were willing to pay for non-discounted tickets in order to support the museum's fundraising activity. In addition to these factors, the cancellation of several regional air shows gives greater attention as one of the few regional aviation-themed events.

    The Olympic Air Show appeals to a broad audience of all age levels and backgrounds, and honors our nation's veterans and aviation heritage. It is the largest annual public gathering within the City of Tumwater.

    In 2022, Olympic Air Show operational expenses realized a 33% increase in costs, resulting in an increased lodging tax funding request for 2023. In addition, these funds will again be utilized to contact private performers, to offset the continued decline of free military support that was previously provided by the U.S. military in the form of static dsplays and fly-overs. The potential for growth and long term continuation of the event exists if we can consistently procure renowned and popular aerobatic demonstrations. The acquisition of prominent performers and aerobatic acts is the most important factor in not only maintaining currently levels of attendees, but also increasing them.

Lodging Tax Budget Form

Lodging Tax Applicant: Olympic Flight Museum for Olympic Air Show

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		$8,500.00
Admission:		$90,000.00
Reserves:		
Donations/Contributions:		
Grants:		
Program Service Fees:		
In-kind Donations:		$850.00
Gift Shop:		$6,900.00
Vendor Fees:		$3,400.00
Fundraising Activities:		
City of Lacey Lodging Tax:		
City of Olympia Lodging Tax:		$20,000.00
City of Tumwater Lodging Tax:		$42,300.00
Thurston County Lodging Tax:		$5,000.00
Other Sources of Revenue: (please specify)	Port of Olympia	$1,500.00
Other Source:	Beer Garden	$5,640.00
Other Source:		
Other Source:		
TOTAL REVENUE:		**$184,090.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		$58,000.00
Administration: (utilities, phone, etc.)		$5,500.00
Marketing and Promotion:		$31,485.00
Professional / Consultant Fees:		$25,000.00
Equipment:		$17,000.00
Facility / Event Venue Rental:		
Travel: (please specify)		
All Other Expenses: (please specify)	Elec. Ticketing	$7,000.00
Other Expense:	Licensing	$400.00
Other Expense:	Performer Lodging/Food/Auto.	$20,730.00
Other Expense:	Fuels: Avgas, Jet A, Smoke Oil	$11,600.00
TOTAL EXPENSES:		**$176,715.00**
PROGRAM EXCESS (DEFICIT):		**$7,375.00**

OLYMPIC FLIGHT MUSEUM

SCOPE OF SERVICES – ATTACHMENT A

2022

City of Tumwater Lodging Tax funds will supplement the Olympic Flight Museum's advertising and promotion of the Olympic Air Show with the goal of increasing tourists and visitors to the Tumwater area. Funds will be dispersed in the following timeframe and manner:

Olympic Air Show Event Date: June 18-19, 2022

Event marketing and promotional initiatives to include print, web, radio, social media, signage and other forms of advertising media;

Event operational expenses designed to promote tourism to the event;

Performer expenses including fees, lodging, vehicle rental, and other incidental performer expenses.

The Olympic Flight Museum is a 501(c)3 not for profit organization,
Tax I.D. # 91-1899948. Located at the Olympia Regional Airport
in Tumwater, Washington.
7637-A Old Highway 99 SE, Olympia, WA 98501 (360) 705-3925

Rcvd: 6/30/2022

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: Olympic Flight Museum

Submitted By: Teri Thorning Date: 6/28/2022

Email Address: oas@olympicflightmuseum.com Phone: (360) 705-3925

This Report Covers:

Activity Name: Olympic Air Show

Activity Type: ☒ Special Event/Festival ☐ Marketing/Tourism Promotion Agency ☐ Facility

Activity Start Date: 6/18/2022 Activity End Date: 6/19/2022

Total Activity Cost: $154,230.00

Total amount of Tumwater lodging tax funds requested: $39,000.00

Total amount of Tumwater lodging tax funds expended: $36,000.00

Total amount of lodging tax funds expended from all jurisdictions: $56,000.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	11,400
		ACTUAL (ESTIMATED):	11,686
	METHODOLOGY (definitions provided above): Indirect Count		
	EXPLAIN TRACKING METHOD: Manual count of patrons at Admissions Gate and estimated viewers outside of airport premises.		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	2,268
		ACTUAL (ESTIMATED):	5,247
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: 44.9% of total visitors who traveled 50+ miles to attend as reflected in electronic ticket analysis: .449 x 11,686 = 5,247		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	123
		ACTUAL (ESTIMATED):	176
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD: Out of State/Country attendance as determined by electronic ticket analysis as well as actual count of performers (pilots & crew).		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	567
		ACTUAL (ESTIMATED):	1,311
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Estimate 25% of 5,247 tourists staying in paid accommodations = 1,311		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	1,474
		ACTUAL (ESTIMATED):	3,410
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Estimate 65% of 5,247 tourists staying in unpaid accommodations = 3,410		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	319
		ACTUAL (ESTIMATED):	419
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Of the 1,311 tourists staying in paid accommodations, estimate a family unit of 3.13, is 419 room nights.		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

The 2022 Olympic Air Show tourist attendance realized a significant increase, from 19.9% in 2019 to 44.9% in 2022. Electronic ticketing analysis also revealed out-of-country visitors from Canada and England (10 each), as well as 11 states outside of Washington (164 each). States with the most representation include Oregon and California. We also realized a significant increase in attendance from King, Snohomish, Lewis and Clark counties.

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

This increase is likely due to several factors, including:
Two years of COVID pandemic resulting in the inability to attend public gatherings;
The anticipation for individuals and family units to participate in regional public events, not to mention the unique audiences such as photographers, Veterans, and service groups;
The cancellation of several regional air shows in 2022, making the Olympic Air Show the only regional aviation gathering.

Did you complete all of the items on your Scope of Services consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

Yes.

What expenses did you pay using Tumwater Lodging Tax funds?

Marketing and promotional initiatives, performer fees, and operational expenses.

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

The Olympic Flight Museum will continue to apply for U.S. military assets to feature, as well as contract with aerobatic performers to enhance the event with new and exciting aerial and ground displays. Due to the rising costs of operational expenses, the marketing and promotional contracts may experience a slight reduction.

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

► Do not enter social security numbers on this form as it may be made public.
► Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

A For the 2021 calendar year, or tax year beginning , 2021, and ending , 20

B Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/terminated
- [ ] Amended return
- [ ] Application pending

C
OLYMPIC FLIGHT MUSEUM
7637A OLD HWY 99 SE
OLYMPIA, WA 98501

D Employer identification number
91-1899948

E Telephone number
360-705-3925

G Gross receipts $ 81,568.

F Name and address of principal officer:
7637A OLD HWY 99 SE OLYMPIA, WA 98501

H(a) Is this a group return for subordinates? [ ] Yes [X] No

H(b) Are all subordinates included? [ ] Yes [ ] No
If "No," attach a list. See instructions.

I Tax-exempt status: [X] 501(c)(3) [ ] 501(c) ( ) ◄ (insert no.) [ ] 4947(a)(1) or [ ] 527

J Website: ► WWW.OLYMPICFLIGHTMUSEUM.COM

H(c) Group exemption number ►

K Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other ► L Year of formation: 1998 M State of legal domicile: WA

Part I Summary

1 Briefly describe the organization's mission or most significant activities: THE PRESERVATION AND FLYING OF VINTAGE AIRCRAFT. THE MUSEUM WAS FOUNDED WITH THE GOAL OF BRINGING PEOPLE TOGETHER TO RELIVE, RECOLLECT, AND LEARN ABOUT AVIATION HISTORY. OUR MISSION IS TO DELIVER THE SIGHTS, SOUNDS, SMELLS, AND EXCITEMENT OF FLIGHT TO EVERY MUSEUM VISITOR.

2 Check this box ► [ ] if the organization discontinued its operations or disposed of more than 25% of its net assets.

Activities & Governance	3 Number of voting members of the governing body (Part VI, line 1a)	3	5
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	5
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	3
	6 Total number of volunteers (estimate if necessary)	6	25
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.

		Prior Year	Current Year
Revenue	8 Contributions and grants (Part VIII, line 1h)	6,686.	6,270.
	9 Program service revenue (Part VIII, line 2g)	6,040.	8,582.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	10,578.	65,099.
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	23,304.	79,951.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
	14 Benefits paid to or for members (Part IX, column (A), line 4)		
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	13,172.	14,452.
	16a Professional fundraising fees (Part IX, column (A), line 11e)		
	b Total fundraising expenses (Part IX, column (D), line 25) ► _____		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	59,232.	71,528.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	72,404.	85,980.
	19 Revenue less expenses. Subtract line 18 from line 12	-49,100.	-6,029.

		Beginning of Current Year	End of Year
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	633,931.	632,993.
	21 Total liabilities (Part X, line 26)	174.	5,265.
	22 Net assets or fund balances. Subtract line 21 from line 20	633,757.	627,728.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ _____ Signature of officer — Date

▶ BRIAN A REYNOLDS PRESIDENT
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check [ ] if self-employed	PTIN
CHRIS JACOT-MEDHURST	CHRIS JACOT-MEDHURST			P00166337

Firm's name ► JONES AND ASSOCIATES CPAS LLC
Firm's address ► 325 NORTH CENTRAL AVENUE
KENT, WA 98032
Firm's EIN ► 45-3845160
Phone no. 253 854 3490

May the IRS discuss this return with the preparer shown above? See instructions [X] Yes [ ] No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III X

1 Briefly describe the organization's mission:

SEE SCHEDULE O

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ..... ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ..... ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 85,980. including grants of $) (Revenue $)

MAINTAINING MUSEUM OPERATIONS FOR PUBLIC BENEFIT PRESENTING EXHIBITS, INTERPRETATIONS, AND HERITAGE AVIATION EXPERIENCES. DUE TO COVID PANDEMIC THE MUSEUM HAS BEEN CLOSED SINCE MARCH 2020.

4b (Code:) (Expenses $ including grants of $) (Revenue $)

DEVELOP AVIATION EVENTS HOSTED BY THE MUSEUM TO PROMOTE INTEREST IN AVIATION AND THE PRESERVATION OF AVIATION HISTORY TO THE COMMUNITY. DUE TO COVID PANDEMIC MINIMAL EVENTS OCCURED.

4c (Code:) (Expenses $ including grants of $) (Revenue $)

OFF SITE APPEARANCES THOUGHOUT THE PACIFIC NORTHWEST TO PROMOTE EDUCATION AND AWARENESS OF AVIATION HISTORY. DUE TO THE COVID PANDEMIC EVENTS WERE CANCELLED.

4d Other program services (Describe on Schedule O.)

(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses ► 85,980.

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If 'Yes,' complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*? See instructions	2		X
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If 'Yes,' complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If 'Yes,' complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If 'Yes,' complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If 'Yes,' complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If 'Yes,' complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If 'Yes,' complete Schedule D, Part III*	8	X	
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If 'Yes,' complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If 'Yes,' complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is 'Yes', then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If 'Yes,' complete Schedule D, Part VI*	11 a	X	
b	Did the organization report an amount for investments – other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If 'Yes,' complete Schedule D, Part VII*	11 b		X
c	Did the organization report an amount for investments – program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If 'Yes,' complete Schedule D, Part VIII*	11 c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If 'Yes,' complete Schedule D, Part IX*	11 d	X	
e	Did the organization report an amount for other liabilities in Part X, line 25? *If 'Yes,' complete Schedule D, Part X*	11 e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If 'Yes,' complete Schedule D, Part X*	11 f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If 'Yes,' complete Schedule D, Parts XI and XII*	12a		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional*	12 b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If 'Yes,' complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If 'Yes,' complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If 'Yes,' complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If 'Yes,' complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If 'Yes,' complete Schedule G, Part I.* See instructions	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If 'Yes,' complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If 'Yes,' complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If 'Yes,' complete Schedule H*	20a		X
b	If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If 'Yes,' complete Schedule I, Parts I and II*	21		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If 'Yes,' complete Schedule I, Parts I and III*	22		X
23	Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If 'Yes,' complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If 'Yes,' complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If 'Yes,' complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If 'Yes,' complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If 'Yes,' complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If 'Yes,' complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If 'Yes,' complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If 'Yes,' complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If 'Yes,' complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If 'Yes,' complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If 'Yes,' complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If 'Yes,' complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If 'Yes,' complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If 'Yes,' complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If 'Yes,' complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If 'Yes,' complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If 'Yes,' complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	2		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c		X	

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return. 2a 3			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X	
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file*. See instructions.			
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	3a		X
b	If 'Yes,' has it filed a Form 990-T for this year? *If 'No' to line 3b, provide an explanation on Schedule O*	3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b	If 'Yes,' enter the name of the foreign country ►			
	See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c	If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b	If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7	**Organizations that may receive deductible contributions under section 170(c).**			
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	7a		X
b	If 'Yes,' did the organization notify the donor of the value of the goods or services provided?	7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X
d	If 'Yes,' indicate the number of Forms 8282 filed during the year. 7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9	**Sponsoring organizations maintaining donor advised funds.**			
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10	**Section 501(c)(7) organizations.** Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12 10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities 10b			
11	**Section 501(c)(12) organizations.** Enter:			
a	Gross income from members or shareholders 11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	12a		
b	If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year 12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**			
a	Is the organization licensed to issue qualified health plans in more than one state?	13a		
	Note: See the instructions for additional information the organization must report on Schedule O.			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans 13b			
c	Enter the amount of reserves on hand 13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b	If 'Yes,' has it filed a Form 720 to report these payments? *If 'No,' provide an explanation on Schedule O.*	14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If 'Yes,' see the instructions and file Form 4720, Schedule N.	15		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If 'Yes,' complete Form 4720, Schedule O.	16		X
17	**Section 501(c)(21) organizations.** Did the trust, any disqualified person, or mine operator engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? If 'Yes,' complete Form 6069.	17		

Part VI Governance, Management, and Disclosure. *For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI X

Section A. Governing Body and Management

			Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year. If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	1a	5		
b Enter the number of voting members included on line 1a, above, who are independent	1b	5		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? SEE SCHEDULE O	2		X	
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6 Did the organization have members or stockholders?	6			X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a The governing body?	8a		X	
b Each committee with authority to act on behalf of the governing body?	8b			X
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If 'Yes,' provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

		Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a		X
b If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a		X
b Describe on Schedule O the process, if any, used by the organization to review this Form 990. SEE SCHEDULE O			
12a Did the organization have a written conflict of interest policy? *If 'No,' go to line 13*	12a		X
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b		
c Did the organization regularly and consistently monitor and enforce compliance with the policy? *If 'Yes,' describe on Schedule O how this was done*	12c		
13 Did the organization have a written whistleblower policy?	13		X
14 Did the organization have a written document retention and destruction policy?	14		X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a The organization's CEO, Executive Director, or top management official	15a	X	
b Other officers or key employees of the organization	15b		X
If 'Yes' to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ► NONE

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. SEE SCHEDULE O

20 State the name, address, and telephone number of the person who possesses the organization's books and records ► CHARLES BAIN 7637A OLD HWY 99SE OLYMPIA WA 98501 360-754-7200

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1 a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of 'key employee.'
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) BRIAN REYNOLDS PRESIDENT	1 0	X		X				0.	0.	0.
(2) JIM GIBSON VICE PRESIDENT	1 0	X		X				0.	0.	0.
(3) ROBYN REYNOLDS TREASURER	1 0	X		X				0.	0.	0.
(4) PAUL FAUL SECRETARY	1 0	X		X				0.	0.	0.
(5) BRAD PILGRIM BOARD MEMBER	1 0	X						0.	0.	0.
(6)										
(7)										
(8)										
(9)										
(10)										
(11)										
(12)										
(13)										
(14)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organiza - tions below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
1 b Subtotal ►								0.	0.	0.
c Total from continuation sheets to Part VII, Section A ►								0.	0.	0.
d Total (add lines 1b and 1c) ►								0.	0.	0.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ► 0

		Yes	No
3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If 'Yes,' complete Schedule J for such individual*	3		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If 'Yes,' complete Schedule J for such individual*	4		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If 'Yes,' complete Schedule J for such person*	5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ► 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants, and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	6,270.			
	g Noncash contributions included in lines 1a-1f	1g				
	h Total. Add lines 1a-1f		6,270.			
Program Service Revenue		Business Code				
	2a MEMBERSHIP DUES & ASSESSMENTS		4,780.	4,780.		
	b ADMISSION FEES		3,802.	3,802.		
	c					
	d					
	e					
	f All other program service revenue					
	g Total. Add lines 2a-2f		8,582.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)					
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6a Gross rents (i) Real / (ii) Personal	6a				
	b Less: rental expenses	6b				
	c Rental income or (loss)	6c				
	d Net rental income or (loss)					
	7a Gross amount from sales of assets other than inventory (i) Securities / (ii) Other	7a				
	b Less: cost or other basis and sales expenses	7b				
	c Gain or (loss)	7c				
	d Net gain or (loss)					
	8a Gross income from fundraising events (not including $ _____ of contributions reported on line 1c). See Part IV, line 18	8a	9,800.			
	b Less: direct expenses	8b				
	c Net income or (loss) from fundraising events		9,800.			
	9a Gross income from gaming activities. See Part IV, line 19	9a				
	b Less: direct expenses	9b				
	c Net income or (loss) from gaming activities					
	10a Gross sales of inventory, less returns and allowances	10a	47,372.			
	b Less: cost of goods sold	10b	1,617.			
	c Net income or (loss) from sales of inventory		45,755.	45,755.		
Miscellaneous Revenue		Business Code				
	11a PPP LOAN FORGIVENESS		5,619.	5,619.		
	b FACILITY RENTAL		3,925.			3,925.
	c					
	d All other revenue					
	e Total. Add lines 11a-11d		9,544.			
	12 Total revenue. See instructions		79,951.	59,956.	0.	3,925.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX. ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	0.	0.	0.	0.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	0.	0.	0.	0.
7 Other salaries and wages	13,212.	13,212.		
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	1,240.	1,240.		
11 Fees for services (nonemployees):				
a Management	150.	150.		
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion	1,585.	1,585.		
13 Office expenses	2,551.	2,551.		
14 Information technology				
15 Royalties				
16 Occupancy	49,518.	49,518.		
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	26.	26.		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	2,293.	2,293.		
23 Insurance	1,584.	1,584.		
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a ARTIFACT LEASE	8,274.	8,274.		
b TELEPHONE	2,766.	2,766.		
c BANK CHARGES	1,451.	1,451.		
d EQUIPMENT REPAIRS & SUPPLIES	646.	646.		
e All other expenses	684.	684.		
25 Total functional expenses. Add lines 1 through 24e	85,980.	85,980.	0.	0.
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ► ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash — non-interest-bearing	6,284.	1	6,923.
	2	Savings and temporary cash investments		2	
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net		4	
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use	8,070.	8	8,561.
	9	Prepaid expenses and deferred charges		9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a: 69,232.			
	b	Less: accumulated depreciation — 10b: 67,179.	4,346.	10c	2,053.
	11	Investments — publicly traded securities		11	
	12	Investments — other securities. See Part IV, line 11		12	
	13	Investments — program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11	615,231.	15	615,456.
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)	633,931.	16	632,993.
Liabilities	17	Accounts payable and accrued expenses		17	
	18	Grants payable		18	
	19	Deferred revenue		19	
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	5,000.
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	174.	25	265.
	26	**Total liabilities.** Add lines 17 through 25	174.	26	5,265.
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ► [X] and complete lines 27, 28, 32, and 33.**			
	27	Net assets without donor restrictions	633,757.	27	627,728.
	28	Net assets with donor restrictions		28	
		Organizations that do not follow FASB ASC 958, check here ► ☐ and complete lines 29 through 33.			
	29	Capital stock or trust principal, or current funds		29	
	30	Paid-in or capital surplus, or land, building, or equipment fund		30	
	31	Retained earnings, endowment, accumulated income, or other funds		31	
	32	Total net assets or fund balances	633,757.	32	627,728.
	33	Total liabilities and net assets/fund balances	633,931.	33	632,993.

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	79,951.
2	Total expenses (must equal Part IX, column (A), line 25)	2	85,980.
3	Revenue less expenses. Subtract line 2 from line 1	3	-6,029.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	633,757.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	627,728.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☒ Cash ☐ Accrual ☐ Other _____			
	If the organization changed its method of accounting from a prior year or checked 'Other,' explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		X
	If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b		X
	If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
c	If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c		
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		X
b	If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE A (Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

► **Attach to Form 990 or Form 990-EZ.**

► **Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization	Employer identification number
OLYMPIC FLIGHT MUSEUM	91-1899948

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____

10 ☐ An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations . . . . . ☐

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants.')	96,416.	12,539.	27,345.	9,606.	11,050.	156,956.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						0.
3 The value of services or facilities furnished by a governmental unit to the organization without charge						0.
4 **Total.** Add lines 1 through 3	96,416.	12,539.	27,345.	9,606.	11,050.	156,956.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						96,296.
6 **Public support.** Subtract line 5 from line 4						60,660.

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4	96,416.	12,539.	27,345.	9,606.	11,050.	156,956.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						0.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						0.
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) SEE PART VI	12,107.	13,324.	8,993.		3,925.	38,349.
11 **Total support.** Add lines 7 through 10						195,305.

12 Gross receipts from related activities, etc. (see instructions) 12 0.

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ► ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f))	14	31.06 %
15 Public support percentage from 2020 Schedule A, Part II, line 14	15	38.15 %

16a **33-1/3% support test—2021.** If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ► ☐

b **33-1/3% support test—2020.** If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ► ☒

17a **10%-facts-and-circumstances test—2021.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ► ☐

b **10%-facts-and-circumstances test—2020.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ► ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ► ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants.')						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ► ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2021** (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from **2020** Schedule A, Part III, line 17	18	%

19a **33-1/3% support tests—2021.** If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ► ☐

b **33-1/3% support tests—2020.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ► ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ► ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

		Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If 'No,' describe in* ***Part VI*** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If 'Yes,' explain in* ***Part VI*** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If 'Yes,' answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If 'Yes,' describe in* ***Part VI*** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If 'Yes,' explain in* ***Part VI*** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ('foreign supported organization')? *If 'Yes' and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If 'Yes,' describe in* ***Part VI*** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If 'Yes,' explain in* ***Part VI*** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If 'Yes,' answer lines 5b and 5c below (if applicable). Also, provide detail in* ***Part VI,*** *including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If 'Yes,' provide detail in* ***Part VI.***	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If 'Yes,' complete Part I of Schedule L (Form 990).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If 'Yes,' complete Part I of Schedule L (Form 990).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If 'Yes,' provide detail in* ***Part VI.***	9a		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If 'Yes,' provide detail in* ***Part VI.***	9b		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If 'Yes,' provide detail in* ***Part VI.***	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If 'Yes,' answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

		Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?			
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	11a		
b A family member of a person described on line 11a above?	11b		
c A 35% controlled entity of a person described on line 11a or 11b above? *If 'Yes' to line 11a, 11b, or 11c, provide detail in* ***Part VI.***	11c		

Section B. Type I Supporting Organizations

		Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If 'No,' describe in* ***Part VI*** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax* year.	1		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If 'Yes,' explain in* ***Part VI*** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	2		

Section C. Type II Supporting Organizations

		Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If 'No,' describe in* ***Part VI*** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	1		

Section D. All Type III Supporting Organizations

		Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If 'No,' explain in* ***Part VI*** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	2		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If 'Yes,' describe in* ***Part VI*** *the role the organization's supported organizations played in this regard.*	3		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year* ***(see instructions).***

a ☐ The organization satisfied the Activities Test. *Complete* ***line 2*** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* ***line 3*** *below.*

c ☐ The organization supported a governmental entity. *Describe in* ***Part VI*** *how you supported a governmental entity (see instructions)*

		Yes	No
2 Activities Test. ***Answer lines 2a and 2b below.***			
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If 'Yes,' then in* ***Part VI identify those supported organizations and explain*** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	2a		
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If 'Yes,' explain in* ***Part VI*** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	2b		
3 Parent of Supported Organizations. ***Answer lines 3a and 3b below.***			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If 'Yes' or 'No,' provide details in* ***Part VI.***	3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If 'Yes,' describe in* ***Part VI*** *the role played by the organization in this regard.*	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1		
2 Recoveries of prior-year distributions	2		
3 Other gross income (see instructions)	3		
4 Add lines 1 through 3.	4		
5 Depreciation and depletion	5		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7 Other expenses (see instructions)	7		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	8		

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	1a		
b Average monthly cash balances	1b		
c Fair market value of other non-exempt-use assets	1c		
d **Total** (add lines 1a, 1b, and 1c)	1d		
e **Discount** claimed for blockage or other factors *(explain in detail in **Part VI**)*:			
2 Acquisition indebtedness applicable to non-exempt-use assets	2		
3 Subtract line 2 from line 1d.	3		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6 Multiply line 5 by 0.035.	6		
7 Recoveries of prior-year distributions	7		
8 **Minimum Asset Amount** (add line 7 to line 6)	8		

Section C – Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	1		
2 Enter 0.85 of line 1.	2		
3 Minimum asset amount for prior year (from Section B, line 8, column A)	3		
4 Enter greater of line 2 or line 3.	4		
5 Income tax imposed in prior year	5		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D – Distributions		**Current Year**
1 Amounts paid to supported organizations to accomplish exempt purposes	1	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4 Amounts paid to acquire exempt-use assets	4	
5 Qualified set-aside amounts (prior IRS approval required – *provide details in* ***Part VI***)	5	
6 Other distributions (describe in **Part VI**). See instructions.	6	
7 **Total annual distributions.** Add lines 1 through 6.	7	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in **Part VI**). See instructions.	8	
9 Distributable amount for 2021 from Section C, line 6	9	
10 Line 8 amount divided by line 9 amount	10	

Section E – Distribution Allocations (see instructions)	**(i) Excess Distributions**	**(ii) Underdistributions Pre-2021**	**(iii) Distributable Amount for 2021**
1 Distributable amount for 2021 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2021 (reasonable cause required – *explain in* ***Part VI***). See instructions.			
3 Excess distributions carryover, if any, to 2021			
a From 2016			
b From 2017			
c From 2018			
d From 2019			
e From 2020			
f **Total** of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2021 distributable amount			
i Carryover from 2016 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2021 from Section D, line 7: $			
a Applied to underdistributions of prior years			
b Applied to 2021 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* ***Part VI***. See instructions.			
6 Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* ***Part VI***. See instructions.			
7 **Excess distributions carryover to 2022.** Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2017			
b Excess from 2018			
c Excess from 2019			
d Excess from 2020			
e Excess from 2021			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

PART II, LINE 10 - OTHER INCOME

NATURE AND SOURCE	2021	2020	2019	2018	2017
FACILITY RENTAL	$ 3,925.		$ 8,993.	$ 13,324.	$ 12,107.
TOTAL	$ 3,925.	$ 0.	$ 8,993.	$ 13,324.	$ 12,107.

BYLAWS
OF
OLYMPIC FLIGHT MUSEUM

ARTICLE I

Membership

Section 1. Members. The members of the Corporation shall be Brian Reynolds, Richard Potts and Stephanie Johnson, and such other person or persons as the members may elect, by a vote of a majority of all of the members of the corporation, at any annual or special meeting of the members. The right of a member to vote and all his or her right, title, and interest in or to the Corporation shall cease on the termination of his or her membership. No member shall be entitled to share in the distribution of the corporate assets upon the dissolution of the Corporation. Any member may resign from the Corporation by delivering a written resignation to the President or Secretary of the Corporation. Any member may be removed as a member of the Corporation by a majority vote of the members (excluding the member to be removed) at a duly called Annual Meeting or Special Meeting of the members. Removal may be made for any reason, with or without cause.

Section 2. Meetings. The Annual Meeting of members shall be held at such date, time and place within the first six (6) months following the end of the fiscal year of the Corporation as may be fixed by the Board of Directors, or by an officer of the Corporation authorized by the Board, and as stated in the notice of the meeting. Special Meetings of members may be called by the President, or in the case of the President's absence, death or disability, by the Vice-president; by the Directors by action at a meeting; or by a majority of the Directors acting without a meeting; or by any member.

Section 3. Notice of Meetings. Written notice of each Annual Meeting of members or Special Meeting stating the date, time and place thereof shall be given by the Secretary to the person or persons calling the meeting by personal delivery or by mail, telegram or other written media to each member entitled to notice of the meeting, not more than fifty (50) days nor less than ten (10) days before any such meeting. Except as provided in paragraph C of Section I of Article II, such notice need not specify the purposes of the meeting. If mailed, such notice shall be directed to the member at the member's address as the same appears upon the records of the Corporation. The giving of notice shall be deemed to be waived by any member who shall attend and participate in such meeting without protesting, prior to or at the commencement of such meeting, the lack of proper notice, and may be waived, in a writing, by any member either before, at or after such meeting.

EXHIBIT A
PAGE 1 OF 7 PAGES

Section 4. Place of Meetings. Meetings of members shall be held at the principal office of the Corporation unless the Board of Directors determines that a meeting shall be held at some other place, within or without the State of Washington, and causes the notice thereof to so state.

Section 5. Voting. For purposes of any vote of members, each member shall have one vote. Any member may be represented and considered present at any meeting of members or vote thereat and exercise any other rights by proxy or proxies appointed by a writing signed by such member.

Section 6. Quorum. At any meeting of members of the Corporation the presence of a majority of the members in person or by proxy shall be necessary to constitute a quorum for the transaction of business to be considered at such meeting; provided, however, that no action required to be authorized or taken by a designated proportion or number of members may be authorized or taken by a lesser proportion or number.

Section 7. Action Without a Meeting. Any action which might be taken at any meeting of the members may be taken without such meeting by a writing or writings signed by all of the members. The writing or writings evidencing such action without a meeting shall be filed with the Secretary of the Corporation and inserted in the permanent records relating to meetings of the members.

ARTICLE II

Directors

Section 1. Number, Election and Term of Office.

The number of directors shall be eight (8), but such number may be increased or decreased by amendment to these Bylaws; provided the number of directors shall not be less than the number required by law. When the number of directors is decreased by amendment adopted by the Board of Directors, each director in office shall serve until his term expires, or until his resignation or removal as herein provided.

Each director shall hold office for a term of one (1) year and until his or her successor is duly elected and qualified or until his or her earlier resignation, removal from office or death. Directors shall be elected by the members at each Annual Meeting of the members, or if such meeting is not held or directors are not elected thereat, at a Special Meeting of members called for that purpose. Each director shall be considered for quorum purposes and shall be entitled to vote at any meeting of the directors.

Section 2. Resignation or Removal. Any director, by notice in writing to the Board of Directors, may resign at any time. Any director may be removed from office without assigning any cause at a meeting of members by a majority vote of the members.

EXHIBIT A
PAGE 2 OF 7 PAGES

Section 3. Directors' Vacancies. Any vacancy in the Board of Directors may be temporarily filled at a meeting of the directors by a majority vote of the remaining directors and a director so elected shall hold office until a director is elected by the members. The members shall have the right to fill such vacancy (whether or not the vacancy has been temporarily filed by the remaining directors) at any meeting of the members, and a director so elected shall hold office until the next Annual Meeting of members and until his or her successor is duly elected and qualified.

Section 4. Quorum. Except with respect to the filling of a vacancy in the Board, a majority of the whole authorized number of directors shall constitute a quorum for the transaction of business at any meeting of the directors.

Section 5. Meetings of Directors. The Annual Meeting of the Board of Directors shall be held immediately following the Annual Meeting of members or as soon thereafter as is practicable. Special Meetings of the board may be called by the President, the Vice-President or any director.

Section 6. Notice of Meetings of Board of Directors. Written notice of the time and place of each meeting of the directors shall be given by the Secretary or the person or persons calling the meeting not more than fifty (50) days nor less than ten (10) days before the date of such meeting to each director. Such notice need not specify the purposes of the meeting. Notice of any meeting shall be considered given if mailed or otherwise sent or delivered in writing to the director at his or her address specified in the records of the Corporation. The giving of notice shall be deemed to be waived by any director who shall attend and participate in such meeting without protesting, prior to or at the commencement of such meeting, the lack of proper notice, and may be waived in a writing, by any director either before, at or after such meeting.

Section 7. Powers. The Board of Directors shall have general charge of the affairs, property and assets of the Corporation. It shall be the duty of the directors to carry out the aims and purposes of the Corporation and, to this end, to manage and control all its property and assets.

Section 8. Committees. The Board of Directors may, from time to time, create an executive committee of the Board and other committees. The Board of Directors may delegate to any such committee which consists solely of Board members any of the authority of the Board, other than the authority to fill vacancies under Section 3 of this Article. Each such committee shall serve at the pleasure of the Board, shall act only in the intervals between meetings of the Board, and shall be subject to the control and direction of the Board; provided, however, that any third party shall not be adversely affected by relying upon any act by any such committee within the authority delegated to it. Each such committee shall act by not less than a majority of the whole authorized number of its members.

Section 9. Action without a Meeting. Any action which might be taken at any meeting of the directors or of any committee thereof may be taken without such meeting by a writing or

EXHIBIT A
PAGE 3 OF 7 PAGES

writings signed by all of the directors or all of the members of such committee, as the case may be. The writing or writings evidencing such action taken without a meeting shall be filed with the Secretary of the Corporation and inserted in the permanent records relating to meetings of the directors.

Section 10. Meetings Held through Communication Equipment. Meetings of the Board of Directors or any committee of the Board may be held through communications equipment if all persons participating can hear each other and such participation shall constitute presence at such a meeting.

Section 11. Contracts and Services. The directors and officers of the Corporation may be interested directly or indirectly in any contract relating to or incidental to the operations conducted by the Corporation, and may freely make contracts, enter into transactions, or otherwise act for and on behalf of the Corporation, notwithstanding that they may also be acting as individuals, or as trustees of trusts, or as agents for other persons or corporations, or may be interested in the same matters as shareholders, directors, or otherwise; provided, however, that any contract, transaction, or act on behalf of the Corporation in a matter in which the directors or officers are personally interested as shareholders, directors, or otherwise shall be at arm's length and not violative of the proscriptions in the Corporation's Articles of Incorporation against the Corporation's use or application of its funds for private benefit; and provided further that no contract, transaction, or act shall be taken on behalf of the Corporation if such contract, transaction, or act is a prohibited transaction or would result in the denial of the tax exemption under Section 503 or Section 507 of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended. In no event, however, shall any person or other entity dealing with the directors of officers be obligated to inquire into the authority of the directors and officers to enter into and consummate any contract, transaction, or other action.

ARTICLE III

Officers

Section 1. Election. The officers of the Corporation shall be elected solely by the Board of Directors and consist of a President, Vice-President, Secretary and Treasurer. The President and Vice-President shall also serve as the Chairman and Vice-Chairman, respectively, of the Board of Directors. Officers shall hold office until the date fixed in accordance with these Bylaws for the Annual Meeting of the directors next following the election of such officers and until their successors are elected and qualified; provided, however, that any officer may be removed with or without cause by the Board of Directors. Any two or more offices may be held by the same person, except the offices of President and Secretary.

Section 2. Duties. The officers shall have such authority and shall perform such duties as are customarily incident to their respective offices and such other and further duties as are prescribed in these Bylaws and as may from time to time be required of them by the directors.

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ARTICLE IV

Indemnification

Section 1. Authorization.

A. In the event that any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, seeks indemnification from the Corporation against expenses (including attorney fees) and in the case of actions other than those by or in the right of the Corporation, judgments, fines and amounts paid in settlement, incurred by such person in connection with such action, suit or proceeding by reason of the fact that such person is or was a director, officer, employee or agent of the Corporation or is or was serving at the request of the Corporation as a trustee, director, officer, employee or agent of another corporation (domestic or foreign, nonprofit or for profit), partnership, joint venture, trust or other enterprise, then, unless such indemnification is ordered by a court, the Corporation shall determine or cause to be determined in the manner provided in RCW 24.03, whether or not indemnification is proper in the circumstances because the person claiming such indemnification has met the applicable standards of conduct set forth in RCW 24.03 and, to the extent that it is so determined that such indemnification is proper, the person claiming such indemnification shall be indemnified.

B. Expenses, including attorney's fees, incurred in defending any action, suit or proceeding referred to in paragraph A of this Section may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding as authorized by the directors in the specific case upon receipt of an undertaking by or on behalf of the director, officer, employee or agent to repay such amount unless it shall ultimately be determined that such person is entitled to be indemnified by the Corporation as authorized in this Article.

C. The indemnification provided by paragraph A of this Section shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under the law or any agreement, vote of members or of disinterested directors, or otherwise, both as to action in such person's official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrator of such person.

Section 2. Insurance. The Corporation, to the extent permitted by RCW 24.03, may purchase and maintain insurance on behalf of any person who is or was a director or officer of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation (domestic or foreign, nonprofit or for profit), partnership, joint venture, trust or other enterprise.

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ARTICLE V

Fiscal Year

The fiscal year of the Corporation shall be fixed, from time to time, by the Board of Directors.

ARTICLE VI

Record of Members and Directors

The Secretary of the Corporation shall keep or cause to be kept a book, which may be included in and be a part of the book containing the minutes of the meetings of the members and of the directors, in which shall be written in ink or typed the names of all members and directors, together with the last known address of each member and director. There shall also be stated therein the date upon which each member or director became such, and upon termination of any membership or directorship for any cause, the facts relating thereto shall be recorded in said book, together with the date of such termination. It shall be the duty of every member and director, upon becoming such member or director, forthwith to furnish to the Secretary of the Corporation, for inclusion in such record, his or her then address and likewise promptly to report to the Secretary for inclusion in such record any change in any such address.

ARTICLE VII

Contracts

The Board of Directors, except as in these Bylaws otherwise provided, may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to a specific instance; and unless so authorized by the Board of Directors, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit, or render it liable pecuniarily for any purposes or to any amount.

ARTICLE VIII

Prohibition Against Sharing in Corporate Earnings

No member, director, officer, or employee of or member of a committee of or person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Corporation.

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ARTICLE IX

Investments

The Corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the Board of Directors, without being restricted to the class of investments which a director is or may hereafter be permitted by law to make or any similar restriction; provided, however, that no action shall be taken by or on behalf of the Corporation if such action is a prohibited transaction or would result in the denial of the tax exemption under Section 503 or Section 507 of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

ARTICLE X

Amendments

The Bylaws may be altered, amended, or repealed at any meeting of members of the Corporation by a majority vote of all the members, represented either in person or by proxy. The Board of Directors shall also have the power to alter, amend, or repeal the Bylaws by a majority vote of all the directors.

ARTICLE XI

Exempt Activities

Notwithstanding any other provision of these Bylaws, no member, director, officer, employee, or representative of this Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as they now exist or as they may hereafter be amended.

BYLAWS ADOPTED on July 2, 1998.

Daniel Clark

Daniel Clark, Secretary
(Print Name)

EXHIBIT A
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ARTICLES OF INCORPORATION
OF
OLYMPIC Flight Museum

The undersigned, desiring to form a charitable corporation under the Washington Nonprofit Corporation Act (RCW 24.03), adopts the following Articles of Incorporation for such corporation.

ARTICLE I

The name of the corporation shall be *Olympic* Flight *Musuem* (hereinafter the "Corporation").

ARTICLE II

The period of duration of the Corporation shall be perpetual.

ARTICLE III

The purpose for which the Corporation is organized is to receive, administer and distribute funds and other assets exclusively for charitable, religious, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (hereinafter the "Code") or the corresponding provision of any future United States Internal Revenue Law.

Solely for the above purposes, the Corporation is empowered to exercise all rights and powers conferred by the laws of the State of Washington upon nonprofit corporations, including, but not without limitation thereon, to receive gifts, devises, bequests and contributions in any form, and to use, apply, invest and reinvest the principal and/or income therefrom or distribute the same for the above purposes; except to the extent such rights and powers are expressly denied or limited in these Articles.

ARTICLE IV

No part of the assets or of the net earnings of the Corporation shall inure to the benefit of or be distributable to the Corporation's members, directors, officers or other private individuals, but the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered, to reimburse for reasonable expenses incurred, and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

ARTICLE V

It is intended that this Corporation shall have the status of a corporation which is exempt from federal income taxation under Section 501(a) of the Code as an organization described in Section 501(c)(3) of the Code. These Articles shall be construed accordingly, and all powers and activities of the Corporation shall be limited accordingly. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and in the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Code (or the corresponding provision of any future United States Internal Revenue law), or (2) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code (or the corresponding provisions of any future United States Internal Revenue law).

ARTICLE VI

The Corporation shall have one class of members. The members shall be BRIAN REYNOLDS, RICHARD POTTS and STEPHANIE JOHNSON. Members shall be elected by existing members at a meeting of the members. No member shall be elected unless he or she receives a majority vote of all members.

ARTICLE VII

Upon the dissolution of the Corporation and after paying or making provision for the payment of all of the liabilities of the Corporation, the Board of Directors shall dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code (or the corresponding provision in any future United States Internal Revenue law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court of the State of Washington for King County, exclusively for such purposes, to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes and qualify as exempt organizations under Section 501(c)(3) of the Code (or the corresponding provisions in any future United States Internal Revenue law).

ARTICLE VIII

The number of directors constituting the initial Board of Directors shall be eight directors. Thereafter, the number of directors shall be as may from time to time be set forth in the Bylaws of the Corporation. The names and addresses of the persons who shall serve the Corporation as directors until the first annual meeting, or other meeting called to elect directors are:

1. Brian Reynolds
2. Clayton Ashley
3. Greg Cass
4. Dan Clark
5. Stephanie Johnson
6. Kevin McKee
7. Richard Potts
8. John Klenke

ARTICLE IX

The address of the initial registered office of the Corporation shall be 1420 Fifth Avenue, Suite 4100, Seattle, Washington 98101-2338. The name of the initial registered agent of the Corporation at such address shall be LPSL Corporate Services, Inc.

ARTICLE X

All references in these Articles to Sections of the Internal Revenue Code shall be considered references to the Internal Revenue Code of 1986, as from time to time amended, and to the corresponding provisions of any similar law subsequently enacted.

ARTICLE XI

The name and address of the incorporator of the Corporation is George Mastrodonato, 1420 Fifth Avenue, Suite 4100, Seattle, Washington 98101-2338.

Executed in duplicate at Seattle, Washington, this _____ day of _____, 1997.

_____
George Mastrodonato, Incorporator

REGISTERED AGENT CONSENT:

The undersigned consents to appointment as registered agent of the corporation named above.

DATED: _____, 1997.

LPSL Corporate Services, Inc.

By_____
George Mastrodonato
Vice President

1420 Fifth Avenue, Suite 4100
Seattle, Washington 98101-2338

RCVD 08/24/2022
@11:45AM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Washington State Senior Games — Organization/Agency Name
91-2073918 — Federal Tax ID Number

Dianne Foster — Contact Name
President, Board of Directors — Title

PO Box14547 — Mailing Address
Tumwater — City
WA — State
98511-4547 — Zip

360-701-8129 — Phone
https://wasenior.games/ — Website
dianne@wasenior.games — Email Address

☐ Tourism Promotion/Marketing Activities ☒ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $15,000 Total Project / Event Budget: $140,000

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

Presentation of the Washington State Senior Games, an athletic competition for men & women 50+

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 26 number of years

Name of Event/Festival	Location	Date of Event/Festival
Washington State Senior Games	South Sound	July 8 to August 7, 2023

CERTIFICATION

I hereby state on behalf of Washington State Senior Games that the:
Organization/Agency Name

Applicant is: ☒ Nonprofit ☐ For Profit ☐ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Name and Title	Signature	Date
Dianne Foster, President	Dianne J Foster	8/23/2022

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   Each year the Washington State Senior Games, a volunteer-only 501(c)(3) organization, hosts the Washington State Senior Games, a sports competition earmarked for "senior" men and women. Over the years, the Games consistently attract the largest gathering of senior athletes in the state, with activities held in venues throughout Tumwater, Olympia, and Lacey. Our highest number of competitors was in 2018 with just over 2,000 athletes. The competitors travel from throughout the northwest, some from around the country, to the South Sound to compete in twenty-four different sports in an atmosphere promoting health, physical fitness, competition, and companionship. This year, despite inflation and travel complications, approximately 1,800 senior men and women, 50 and over, participated in the Senior Games.

   It is the vision of the Washington State Senior Games that our greatest natural resource is our senior citizens whose lives are rich with experience and vision, and who, perhaps most importantly, are inspirational in the lives of the following generations. The specific mission of the Washington State Senior Games is a dedication to promoting healthy lifestyles for active adults through education, fitness, and sports.

   The purpose of the Washington State Senior Games is to keep seniors healthy and productive. Participation in the Senior Games is a year-round effort to enhance wellness. Having a goal of competing in our Games helps the athletes focus on preparing physically and mentally to be successful. It's a reason to get up each morning and something they look forward to each year, not only for the competition, but the chance to travel to the South Sound area and to enjoy our wonderful city.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

      During July and early August, our proposal is to present the 2023 Washington State Senior Games in venues throughout the South Sound. Among the events presented, Track & Field, the 5K and 10K road runs, Race Walking, Power Walking, Racquetball, Tennis, and Golf will take place in Tumwater. A few of the events, swimming at the Briggs Y along with volleyball and basketball at Olympia High School border the City of Tumwater, which will also draw tourism-generating activities to the City of Tumwater due to their close proximity.

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

      The only major change is that Dianne Foster has replaced Jack Kiley as President of the Board. This should not change anything related to the event itself since Dianne and Jack worked together for several year in helping to organize and run the Games.

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   Resources include donations from public entities in the South Sound, as well as contributions from corporations and other organizations. A large portion of total revenue is paid by the participating athletes.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

The Washington State Senior Games is an entirely volunteer organization; there is no paid staff. We rely totally on volunteers and paid officials to stage the Senior Games. The number of volunteers is approximately 200 representing approximately 1,000 hours for various dates throughout July and early August.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   Yes, funding is also received from other cities and governmental entities in Thurston County. For the Senior Games in 2022, this included the City of Lacey ($15,000), the City of Olympia ($20,000), Thurston County ($7,500), and the Lewis-Mason-Thurston Area Agency on Aging ($4,000).

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   Yes, we intend to apply for lodging tax funds from other jurisdictions for 2023 and will request the funds from the cities/entities listed in the response to question #4. The majority of the funds received from Tumwater will be used specifically for events in the City of Tumwater (see answer to question #2a). For example, the cost to rent the stadium and fields at Tumwater High School in 2022 was just under $3,800. Other costs will be allocated on the basis of the number of athletes competing in the events at Tumwater High School and other venues in Tumwater.

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   10.7%

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   The impact of the Senior Games on the local economy is significant. Approximately 60% of the participants and their families come from all over the State, and 20% come from other states and Canada. Many of these competitors, their families, and officials stay in local motels, eat in local restaurants, and enjoy the many amenities of the local area. Including our direct expenditures of approximately $140,000 to put on the Games, we believe the total economic impact exceeds $1.4 million (according to the local VCB). Because a significant number of our events are held in Tumwater venues, and that many competitors, family, and friends stay at motels convenient to the events in Tumwater, there is no question that the economy of the City of Tumwater receives a “shot-in-the-arm” from the Senior Games.

8. How broad-based will the tourism promotion benefit be geographically and economically?

   The economic and geographic benefits of the Washington State Senior Games accrue mostly to the Cities of Tumwater, Lacey, and Olympia. We also have events in Shelton, Littlerock, Lakewood, and Puyallup (since there are no sites in Thurston County that can accommodate certain sports), which by definition broadens our definition of the South Sound. While it is our intent to operate our twenty-five separate sports at venues in the South Sound, in some cases we must select sites outside this area in order to provide the athletes with the best venue and equipment available.

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

As noted previously, a significant number of our popular events are held at facilities in Tumwater. As a result, many competitors and their families and friends travel to and stay in motels that are close to these event sites. In the case of the Senior Games, the word "participants" include the competing athletes, plus family and friends that accompany them, plus officials and volunteers. The events held at Tumwater High School typically draw more family members who come to cheer on Grandpa or Grandma dashing to the finish line or leaping into the sand at the long jump pit. Officials and volunteers, sponsors, and media representatives will also travel to this area to help with or report on the sports held in the City of Tumwater.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

a) Staying overnight in paid accommodations away from their place of residence or business — 310

b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 530

c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 560

d) Attending but not included in one of the three categories above (a. b. and c.) — 400

e) Total number of hotel rooms / room nights generated in Tumwater — 300 / 600
 # Rooms **#Nights**

f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 425

g) Overall attendance — 1,800

h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

Upon completion of the 2023 Senior Games, we will use an online survey, such as Survey Monkey, to find out how we did and to address the questions you ask. In previous years, our survey response rate has been close to 25% which we believe is extremely valid in the responses provided. Additionally, our registration process provides specific information regarding where participants come from, and the likelihood that they may stay several days in the area.

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

We intend to use the same methodology described in the response to question 10h above.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

Tumwater lodging establishments will be listed on our website (and linked to the hotel websites), in our e-newsletters that are published quarterly prior to the Games, and in other promotional materials.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

    We intend to distribute materials from the local VCB (Experience Olympia and Beyond) at each of our separate sites, and to promote various attractions and events going on at approximately the same time on our website and in Facebook postings. The booklet produced by Experience Olympia and Beyond was picked up by many participants and spectators, not just for the use of their current visit but also with the intent of coming back later to truly experience what we have to offer in this area.

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
    For example: how do you intend to alternatively fund your program / which services will not happen?

    We continue to try and hold the line on fees paid by the senior athletes. However, without funds provided by the City of Tumwater, it is likely that we'll have to consider a fee increase. The reason is that most of our costs are fixed, primarily for venue rental, officials, insurance along with supplies, t-shirts and medals. The only costs we could reduce would be in the promotion and marketing area, which defeats the primary purpose of maximizing the generation and use of lodging tax funds.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

    We do have many venues that partner with us in providing our many separate events. One of the most significant is the Tumwater School District, the home of our track & field, running, race walking, and power walking events. We have also partnered with Experience Olympia and Beyond with members of their staff helping to produce the Athlete's Event Guide for 2022.

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

    It should be recognized that in order to present the Washington State Senior Games, we will raise and spend approximately $140,000. A great deal of that in terms of venue costs, fees for officials, and supplies are spent at the large number of events in the City of Tumwater.

    We receive many positive comments after the Senior Games thanking us for the opportunity to compete in the wide variety of sports. This year especially, there seemed to be so much joy in being able to participate again. The positive spirit and goodwill among all those sharing this experience is one of the reasons the athletes continue to make the journey to the Tumwater area each year to participate in the Washington State Senior Games. Without the Lodging Tax there would be no Senior Games, and therefore no opportunity for the participants to judge the impact of how their training and active life-styles improves their health and quality of life.

Lodging Tax Budget Form

Lodging Tax Applicant: Washington State Senior Games

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		$35,000.00
Admission:		$0.00
Reserves:		$0.00
Donations/Contributions:		$500.00
Grants:		$0.00
Program Service Fees:		$60,000.00
In-kind Donations:		$0.00
Gift Shop:		$0.00
Vendor Fees:		$0.00
Fundraising Activities:		$0.00
City of Lacey Lodging Tax:		$15,000.00
City of Olympia Lodging Tax:		$20,000.00
City of Tumwater Lodging Tax:		$15,000.00
Thurston County Lodging Tax:		$7,500.00
Other Sources of Revenue: (please specify)		$0.00
Other Source:		$0.00
Other Source:		$0.00
Other Source:		$0.00
TOTAL REVENUE:		**$153,000.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		$0.00
Administration: (utilities, phone, etc.)		$35,000.00
Marketing and Promotion:		$14,000.00
Professional / Consultant Fees:		$20,000.00
Equipment:		$10,000.00
Facility / Event Venue Rental:		$20,000.00
Travel: (please specify)	Attend National Senior Games	$5,000.00
All Other Expenses: (please specify)		
Other Expense:	Insurance	$3,500.00
Other Expense:	Operations	$33,000.00
Other Expense:		
TOTAL EXPENSES:		**$140,500.00**
PROGRAM EXCESS (DEFICIT):		**$12,500.00**

Washington State Senior Games
Attachment A
Scope of Service
Tumwater Lodging Tax Contract – 2022

Lodging Tax Funds will be used for:

- Advertising, marketing, promotion and media consultant expenses
- Production, mailing and postage of flyers, posters and event program guides
- Storage unit and registration data entry costs
- Liability insurance, venue rentals, equipment, expenses for officials and judges
- Athlete t-shirts, award medals, hats for officials and volunteers
- Food and water for athletes

WASHINGTONSTATESENIORGAMES.COM
PO Box 1487 | Olympia, WA 98507-4937 | jack.kiley@comcast.net

WASHINGTON STATE SENIOR GAMES

Washington State Senior – Games Board of Directors

Name and Title	Average Hours per week	Estimate amount of Compensation
Dianne Foster - President	**5**	**0**
Nancy Moss - Secretary	**3**	**0**
Fran Melzer - Treasurer	**1**	**0**
Jack Kiley - Executive Committee	**1**	**0**
Jeff Bowe Board of Director	**1**	**0**
Edythe Hulet Board of Director	**1**	**0**
Lew Keller Board of Director	**1**	**0**
Beth Kemph Board of Director	**1**	**0**
Ken Lee Board of Director	**1**	**0**
Eileen McKenzie Sullivan Board of Director	**1**	**0**
Carol Shawver Board of Director	**1**	**0**
Monica Sorensen Board of Director	**1**	**0**
Dr. Diana Yu Board of Director	**1**	**0**

Form **990-EZ**

Department of the Treasury
Internal Revenue Service

Short Form
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form, as it may be made public.

▶ Go to *www.irs.gov/Form990EZ* for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

A For the 2021 calendar year, or tax year beginning January 1, 2021, and ending December 31, 20 21

B Check if applicable:
- ☑ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization
Washington State Senior Games

Number and street (or P.O. box if mail is not delivered to street address) — Room/suite
P.O. BOX 14547

City or town, state or province, country, and ZIP or foreign postal code
Tumwater, WA 98511-4547

D Employer identification number
91-2073918

E Telephone number
360-701-8129

F Group Exemption Number ▶

G Accounting Method: ☑ Cash ☐ Accrual Other (specify) ▶

H Check ▶ ☑ if the organization is **not** required to attach Schedule B (Form 990).

I Website: ▶ https://www.washingtonstateseniorgames.com/

J Tax-exempt status (check only one) — ☑ 501(c)(3) ☐ 501(c) ( ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

K Form of organization: ☑ Corporation ☐ Trust ☐ Association ☐ Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are $200,000 or more, or if total assets (Part II, column (B)) are $500,000 or more, file Form 990 instead of Form 990-EZ . . . . . ▶ $ 108,392

Part I **Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I . . . . . ☑

Revenue	1	Contributions, gifts, grants, and similar amounts received		1	66,546
	2	Program service revenue including government fees and contracts		2	41,846
	3	Membership dues and assessments		3	
	4	Investment income		4	
	5a	Gross amount from sale of assets other than inventory	5a		
	b	Less: cost or other basis and sales expenses	5b		
	c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)		5c	
	6	Gaming and fundraising events:			
	a	Gross income from gaming (attach Schedule G if greater than $15,000)	6a		
	b	Gross income from fundraising events (not including $ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000)	6b		
	c	Less: direct expenses from gaming and fundraising events	6c		
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)		6d	
	7a	Gross sales of inventory, less returns and allowances	7a		
	b	Less: cost of goods sold	7b		
	c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)		7c	
	8	Other revenue (describe in Schedule O)		8	
	9	**Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶		9	108,392
Expenses	10	Grants and similar amounts paid (list in Schedule O)		10	0
	11	Benefits paid to or for members		11	0
	12	Salaries, other compensation, and employee benefits		12	0
	13	Professional fees and other payments to independent contractors		13	18,127
	14	Occupancy, rent, utilities, and maintenance		14	1,325
	15	Printing, publications, postage, and shipping		15	584
	16	Other expenses (describe in Schedule O)		16	75,936
	17	**Total expenses.** Add lines 10 through 16 ▶		17	95,972
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)		18	12,420
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)		19	50,375
	20	Other changes in net assets or fund balances (explain in Schedule O)		20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶		21	62,795

Part II **Balance Sheets** (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II . . . . . ☐

		(A) Beginning of year		(B) End of year
22	Cash, savings, and investments	50,375	22	62,795
23	Land and buildings		23	
24	Other assets (describe in Schedule O)		24	
25	**Total assets**	50,375	25	62,795
26	**Total liabilities** (describe in Schedule O)		26	
27	**Net assets or fund balances** (line 27 of column (B) **must** agree with line 21)		27	62,795

Part III **Statement of Program Service Accomplishments** (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III . . ☑

Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

What is the organization's primary exempt purpose? Hold Washington State Senior Games

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

28 Senior Program: Provide athletic event for Seniors 50+ years old to enhance the health and qualriy of life for Seninor Citizens. Approcimately 1,800 participate annually in 24 sporting events

(Grants $) If this amount includes foreign grants, check here . . . . ▶ ☐ **28a**

29

(Grants $) If this amount includes foreign grants, check here . . . . ▶ ☐ **29a**

30

(Grants $) If this amount includes foreign grants, check here . . . . ▶ ☐ **30a**

31 Other program services (describe in Schedule O) . . . . . .

(Grants $) If this amount includes foreign grants, check here . . . . ▶ ☐ **31a** 75,936

32 **Total program service expenses** (add lines 28a through 31a) . . . . . ▶ **32**

Part IV **List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV . . . . . ☑

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/ 1099-NEC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

Part V **Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V . ☐

			Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	33		✓
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions	34		✓
35a	Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a		✓
b	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	35b		✓
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c		✓
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36		✓
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a			
b	Did the organization file **Form 1120-POL** for this year?	37b		✓
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a		✓
b	If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b			
39	Section 501(c)(7) organizations. Enter:			
a	Initiation fees and capital contributions included on line 9 39a			
b	Gross receipts, included on line 9, for public use of club facilities 39b			
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶			
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b		✓
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶			
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e		✓
41	List the states with which a copy of this return is filed ▶			
42a	The organization's books are in care of ▶ Dianne Foster Telephone no. ▶ 360-701-8129			
	Located at ▶ 7243 Twin Cedar Ln SE, Tumwater WA ZIP + 4 ▶ 98501			
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42b		✓
	If "Yes," enter the name of the foreign country ▶			
	See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
c	At any time during the calendar year, did the organization maintain an office outside the United States?	42c		✓
	If "Yes," enter the name of the foreign country ▶			
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041**—Check here ▶ ☑ and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43			

			Yes	No
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a		✓
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b		✓
c	Did the organization receive any payments for indoor tanning services during the year?	44c		✓
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d		
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a		✓
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions	45b		✓

			Yes	No
46	Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46		✓

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

			Yes	No
47	Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47		✓
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48		✓
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		✓
b	If "Yes," was the related organization a section 527 organization?	49b		✓

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/ 1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

f Total number of other employees paid over $100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over $100,000 ▶

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ▶ ☑ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer — Date

Dianne Foster

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN

Firm's name ▶ — Firm's EIN ▶

Firm's address ▶ — Phone no.

May the IRS discuss this return with the preparer shown above? See instructions ▶ ☐ Yes ☐ No

Washington State Senior Games
Bylaws

Mission

The mission of the Washington State Senior Games is:

- To promote healthy lifestyles, fitness and a positive public image of people 50 years and better, through active participation, competition, education and social engagement;
- To host the Washington State Senior Games; and
- To assist coordinating the activities of local senior games in the State of Washington.

Article I
Name

The name of this corporation is the ***Washington State Senior Games (WSSG).***

Article II
Purpose

The purpose of the WSSG or Corporation is to promote health and wellness, especially among people age 50 and better. In order to achieve this purpose, the WSSG chooses to affiliate itself with, and perform the duties set forth by, the National Senior Games Association (NSGA). By doing so, the WSSG serves as a sanctioning Senior Games entity.

This relationship requires the following obligations:

- To host and operate the Washington State Senior Games each year in the Capitol region of Washington State (primarily Olympia, Lacey and Tumwater) for people age 50 years and better.
- To conduct the State Senior Games based on guidelines set forth by the NSGA. The WSSG will be responsible for working with local organizations in the State of Washington to ensure a successful presentation of all Senior Games.
- To establish a financial plan that will support the necessary business of the state games and that supports and/or assists when possible, the efforts of all local games.
- To educate men and women aged 50 and over about the role that senior games' competition plays in the realization of better health, physical fitness and quality of life.
- To encourage and facilitate the start-up of geographically targeted local senior games throughout the State of Washington.

Article III
Not-for-Profit Status

The predecessor corporation, Puget Sound Senior Games, was incorporated on September 10, 1997. The Corporation continues to be established for non-profit purposes; no dividends shall be paid. With prior approval, board members and officers may be reimbursed for reasonable expenses incurred in performing their duties on behalf of the Corporation.

Article IV
Board of Directors

The Board of Directors (Board) shall consist of not less than eight (8) nor more than 25 members, of whom at least 25 percent shall be 50 years or over. Each local game's organization shall be represented on the WSSG. The number of local board members on the WSSG will be determined by the WSSG. All members of the Board shall be elected for a three-year term.

The function of the Board includes the following:

- To host the annual Washington State Senior Games;
- To promote, recruit, and sanction local senior games;
- To provide support and assistance to all local senior games.
- To adopt an annual financial plan and budget by January of each calendar year
- To promote health and wellness in collaboration with organizations directly tasked with these functions;
- To meet not less than quarterly and perform the duties set forth herein;
- To provide an annual report to the NSGA describing all senior games activities, to include both local and State games;
- To elect officers every three years;
- To adopt policies, rules and regulations governing the affairs of the Corporation consistent with the bylaws.

Article V
Officers

The officers of the WSSG are the President, the Vice-President, the Secretary, and the Treasurer, all of whom shall be elected by and from the Board of Directors. The President may choose a "state coordinator" who will serve as the liaison with the NSGA. Officers will be elected for a period of three years at the September meeting. Officers assume their position immediately upon election.

The duties of the officers are as follows:

President. The President shall call and preside at meetings of the Board of Directors and the Executive Committee, shall enforce the bylaws, appoint chairs of committees, shall

be an ex-officio member of all committees, and shall be authorized, in addition to the Treasurer, to sign all checks of the organization. The President will develop and recommend to the Board an annual financial plan. The President shall also manage contract development and approval by the Board, communications, and lead the promotion of the mission of the senior games pursuant to Board policy.

Vice President. The Vice President shall assist the President, and in the absence of the President shall have all the powers and prerogatives of that office; shall ascend to the office of President in the event a vacancy occurs in that office during an unexpired term, and shall perform such other duties as may be assigned by the Board.

Secretary. The Secretary shall enter into the records all resolutions and proceedings of the Board and Executive Committee meetings, serve as the archivist and keeper of important documents, and shall perform such other duties as may be assigned by the Board.

Treasurer. The Treasurer shall ensure financial records are kept, shall assist the President in the preparation and presentation of the Corporation's budget, shall regularly report the financial condition of the Corporation to the Board, and shall perform such other duties as may be assigned by the Board.

Article VI
Committees

Committees of the Corporation shall be a Nominating Committee and an Executive Committee; in addition, the President may appoint such ad hoc committees as may be considered necessary by the Board.

The President shall designate three members of the Board to be on the Nominating Committee. The President may chair the Nominating Committee. The purpose of the Nominating Committee is to produce a slate of officers to be elected every three years.

The Executive Committee shall consist of the Officers and two at-large members appointed by the President. The President will chair the Executive Committee. The purpose of the Executive Committee is to take action on behalf of the Board between regular Board meetings if circumstances require, including the review of all matters relative to policies and procurement prior to their implementation. The Executive Committee will immediately report on any such actions taken to the entire Board at the next regular meeting.

Article VII
Meetings

The Board will meet at least quarterly at a date, time and place to be determined by the Board. Special meetings may be called by the President, or by a majority vote of the Board, provided that notice is given two weeks in advance of such meetings.

The business of the Board shall be conducted only when a quorum is present. Fifty percent of members of the Board shall constitute a quorum, two of whom must be officers.

Article VIII
Financial Plan

In order to meet the goals and objectives of the Board, it is necessary that the Board generate such revenues as may be required. This revenue may consist of a combination of grants, donations, in-kind contributions and fees.

By January the President, in collaboration with the Treasurer, will recommend to the Board an annual financial plan for that calendar year. Periodically the President will provide reports of revenue received and expenditures made compared with initial financial plan projections.

Article IX
Sanctioning Local Senior Games

The WSSG serves as an "umbrella" organization for connecting local games with the broader state and national senior games organizations. One of the major goals of the WSSG is to support the development of new local games through:

- The creation of clear guidelines for the sanctioning and recognition of these local games.
- Supporting local games as a means and pathway to promoting the State Games.
- Coordinating the schedules and rules of all local and state games in order to minimize possible conflicts in the planning and timing of senior games throughout the state.

In order for any organization in the State of Washington wishing to implement a local senior games, and to be sanctioned and able to use the term "Senior Games," that organization must submit a written request to the WSSG, outlining how the local organization will meet local games' sanctioning criteria, as defined herein.

Local Games' Sanctioning Criteria

- **<u>Hosting Dates</u>**

  The hosting organization shall propose potential dates in an effort to minimize conflict with established local and state games. The WSSG will coordinate the proposed dates of all local and state games.

- **Minimum Sports offerings**

In order to be sanctioned as a senior games, local organizations in the State of Washington must offer a minimum of five sanctioned sports (as required by the NSGA*)*. Sanctioned sports are listed on the National Senior Games Association website (www.nsga.com). While there is no limit on additional sports or events that may be proposed, the five-sport minimum of nationally sanctioned sports is mandatory in order to become a sanctioned senior game.

- **Venues – Facilities – Equipment**

Prospective local Senior Games organizations must demonstrate that they will be able to offer all venues and facilities for each proposed NSGA sport and event. All facilities and sports fields must meet the minimum standards set forth by that sport's national authority to insure safety, fairness and equality. All equipment used will meet the minimum standards set forth by that sport's national authority. Wherever possible, all venues will be ADA accessible.

- **Financials**

The prospective organization seeking to host a local senior games must submit a written financial plan incorporating all potential revenues and expenditures that will be required in order to successfully present a senior games. The financial plan will include information relative to the solicitation of potential sponsors from that area. This information will be shared and coordinated with similar information from other local games in order to reduce possible conflicts due to multiple approaches to a single funding source.

Liability insurance obtained by the local organization must include the WSSG as an "additional insured."

- **Naming**

The local host organization, in any of its materials or solicitations, will reference its affiliation with the Washington State Senior Games and the National Senior Games Association.

Reporting requirements

Within sixty days after the local games has been presented, a report describing the event will be submitted to the WSSG. The WSSG will determine the elements of the report.

Article X
Amendments

These bylaws may be amended at any regular or specially called meeting of the Board of Directors by a two-thirds majority vote of the Board members, provided that notice has been presented at least 14 days prior to the meeting or presented at a previous regular meeting of the Board, and that the amendment has been presented in writing. Such amendments become effective as soon as passed or as otherwise specified in the amendment.

Article XI
Dissolution

A voluntary dissolution of the Corporation may occur only upon a resolution approved by a two-thirds majority vote of the Board, in accordance with the procedure set forth in the Washington Nonprofit Corporation Act.

Upon dissolution of the Corporation the net assets will be distributed to one or more not-for-profit domestic corporate societies or organizations engaged in substantially similar programs to those of this Corporation.

Adopted by the Board of Directors at a special meeting on February 14, 2013.

_____

President
Board of Directors
Washington State Senior Games

STATE of WASHINGTON

SECRETARY of STATE

I, RALPH MUNRO, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF AMENDMENT

to

SOUTH SOUND SENIOR GAMES

a Washington Non Profit corporation. Articles of Amendment were filed for record in this office on the date indicated below.

Changing name to PUGET SOUND GAMES

UBI Number: 601 781 951

Date: March 03, 2000

Given under my hand and the Seal of the State of Washington at Olympia, the State Capital

Ralph Munro, Secretary of State

2-555326-4

2nnn 3464 09487 001 -002

STATE OF WASHINGTON SECRETARY OF STATE

Ralph Munro, Secretary of State

ARTICLES OF AMENDMENT WASHINGTON NONPROFIT CORPORATION

(Per Chapter 24.03 RCW)

- Please PRINT or TYPE in black ink
- Sign, date and return original AND ONE COPY to:

CORPORATIONS DIVISION
505 E. UNION • PO BOX 40234
OLYMPIA, WA 98504-0234

- BE SURE TO INCLUDE FILING FEE. Checks should be made payable to "Secretary of State"

FILED
STATE OF WASHINGTON
MAR 0 3 2000
RALPH MUNRO
SECRETARY OF STATE

FEE: $20

EXPEDITED (24-HOUR) SERVICE AVAILABLE – $20 PER ENTITY
INCLUDE FEE AND WRITE "EXPEDITE" IN BOLD LETTERS ON OUTSIDE OF ENVELOPE

FOR OFFICE USE ONLY
FILED: / /

IMPORTANT! Person to contact about this filing	Daytime Phone Number (with area code)
DOROTHY MAHAR	360-459-2234

AMENDMENT TO ARTICLES OF INCORPORATION

NAME OF CORPORATION *(As currently recorded with the Office of the Secretary of State)*
SOUTH SOUND SENIOR GAMES

UBI NUMBER	CORPORATION NUMBER *(If known)*	AMENDMENTS TO ARTICLES OF INCORPORATION WERE ADOPTED ON
601-781-951	2-555326-4	Date: 1-20-00

EFFECTIVE DATE OF ARTICLES OF AMENDMENT *(Specified effective date may be up to 30 days AFTER receipt of the document by the Secretary of State)*

☐ Specific Date: _____ ☒ Upon filing by the Secretary of State

ADOPTION OF THE ARTICLES OF AMENDMENT *(Please check ONE of the following)*

☒ The amendment was adopted by a meeting of members held on *(specify date)*: 1-20-00. A quorum was present at the meeting and the amendment received at least two-thirds of the votes which members present or represented by proxy were entitled to cast.

☐ The amendment was adopted by a consent in writing and signed by all members entitled to vote.

☐ There are no members that have voting rights. The amendment received a majority vote of the directors at a board meeting held on *(specify date)*: _____.

AMENDMENTS TO THE ARTICLES OF INCORPORATION ARE AS FOLLOWS
If necessary, attach additional amendments or information.

NAME CHANGE TO:
PUGET SOUND GAMES

OFFICERS TO INCLUDE:
SEC. & TREAS

NUMBER OF BOARD MEMBERS:
NOT LESS THAN (5) FIVE OR MORE THAN (11) ELEVEN 25% OF WHOM SHALL BE AGE 50+.

SIGNATURE OF OFFICER

This document is hereby executed under penalties of perjury, and is, to the best of my knowledge, true and correct.

Dorothy Mahar, Vice President — DOROTHY MAHAR — 3-3-00

Signature of Officer — *Printed Name* — *Date*

FOR OFFICE USE ONLY

Val: 03/03/2000 - 93316
$20.00 on 03/03/2000
Cas

005-005 (9/98)

INFORMATION AND ASSISTANCE – 360/753-7115 (TDD – 360/753-1485)

2000 3464 09487 002

STATE of WASHINGTON

SECRETARY of STATE

I, RALPH MUNRO, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF INCORPORATION

to

SOUTH SOUND SENIOR GAMES

a Washington Non Profit corporation. Articles of Incorporation were filed for record in this office on the date indicated below.

UBI Number: 601 781 951

Date: April 07, 1997

Given under my hand and the Seal of the State of Washington at Olympia, the State Capital

RALPH MUNRO

Ralph Munro, Secretary of State

2-555326-4

1997 3268 4348 001-005

STATE of WASHINGTON SECRETARY of STATE

WASHINGTON NONPROFIT ARTICLES OF INCORPORATION RCW 24.03.025

FILED
APR 07 1997
SECRETARY OF STATE
STATE OF WASHINGTON

UBI #: 601-781-951
Phone #: 360-357-6609 ex 23

Pursuant to RCW 24.03.025 of the Washington Business Corporation Act, the undersigned does hereby submit these Articles of Incorporation:

1. The name of the corporation shall be: South Sound Senior Games

2. The term of existence shall be: (check only **one** box) ☒ perpetual ☐ ___(number of

3. The purposes for which the corporation is organized are as follows:
To encourage and enhance fitness and well-being among older persons through education and the organization of anual athletic games in the South Sound region.

4. The name of the Registered Agent of the corporation is: David Kaynor

4a. The street address of the Registered Office, which is also the address of the Registered Agent is as follows:

Number and Street 5114 Viewridge Dr. SE

City Olympia, WA Zip Code 98501

4b. **OPTIONAL**: The post office box number, **located in the same city as the physical address** is:

PO Box #_____ City_____, WA Zip Code _____

5. **CONSENT TO APPOINTMENT AS REGISTERED AGENT**
I, David Kaynor, hereby consent to serve as Registered Agent in the state of Washington for the above named corporation. I understand that as agent for the corporation, it will be my responsibility to accept Service of Process on behalf of the corporation; to forward license renewals other mail to the corporation; and to immediately notify the Office of the Secretary of State in the event of my resignation or of any changes in the Registered Office address.

X _____ 3/26/97
(Signature of Registered Agent) (Date)

005-005 (1/96)

1997 3268 4348 002

RVCD 08/26/22 10:55AM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Capital Lakefair — Organization/Agency Name
23-7131672 — Federal Tax ID Number
Karen Adams-Griggs — Contact Name
Vice President — Title
PO Box 2569 — Mailing Address
Olympia — City; WA — State; 98507 — Zip
360-888-6660 — Phone
https://www.lakefair.org/ — Website
karen@lakefair.org — Email Address

☒ Tourism Promotion/Marketing Activities ☒ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $6000 Total Project / Event Budget: $250,000

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

Capital Lakefair is Thurston Counties' largest annual 5-day summer festival, providing family-friendly activities and events for our neighbors in the south sound and beyond, and opportunities for many other non-profit community organizations to raise funds, and provide scholarships opportunities to area students.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 65 number of years

Capital Lakefair	Heritage Park	3rd week in July
Name of Event/Festival	Location	Date of Event/Festival

CERTIFICATION

I hereby state on behalf of Capital Lakefair that the:
Organization/Agency Name

Applicant is: ☒ Nonprofit ☐ For Profit ☐ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Karen Adams-Griggs- Vice President — Name and Title
Karen Adams-Griggs — Signature
8/11/2022 — Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   Capital Lakefair's mission is to promote and host a family-friendly 5-day community festival that celebrates Thurston County and provides an opportunity for non-profit organizations and scholarship recipients to benefit from the festival.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

   Lodging funds will be utilized to support marketing efforts, travel of the Lakefair float to communities around Washington, Oregon and British Columbia, insurance costs for travel and operations, and facilities costs.

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

   We are slowly rebuilding our festival after a 2-year hiatus, we were able to hold a festival in 2022, and it was very successful.

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   The Lakefair float is transported by volunteers to more than 14 parades each season to locations around the Pacific Northwest. It incorporates signage and elements that promote the cities of Tumwater, Olympia, and Lacey. We also include verbiage in parade scripts supplied to announcers along the route and tv announcers for larger events such as Seattle Seafair and the Spokane Lilac Festival.

   Lakefair Week in July draws visitors, vendors, and other groups from around the Pacific Northwest and beyond to experience Thurston County, participate in the parade, selling craft items, and much more.

   We currently have approximately 40 voting members who contribute more than 5,000 volunteer hours annually, in addition to other organizations, groups, and friends that assist with float operations and the festival.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   In 2022 we were funded $25,000 from the City of Olympia, and $10,000 from the City of Lacey. The amount is not the average amount normally awarded for Lodging dollars, they were higher than normal due to the 2-year hiatus.

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   We intend to apply to both the City of Olympia and City of Lacey for the 2023 season. Depending how much is awarded funds will be split amongst float travel, marketing efforts, insurance required to hold Lakefair Week and travel with the float, and potentially facility expenses as we recover from the previous two seasons.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   2 percent

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   We estimate that Lakefair generates approximately $10,000 in lodging, food services anf feul.

8. How broad-based will the tourism promotion benefit be geographically and economically?

   The tourism promotion benefits is focused in the South Sound gnerating an estimated $500,000 for the local ecomony, and expands to the Pacific Northwest.

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

   Lodging funds support marketing, and float travel to bring awareness to Tumwater and the South Sound area. It highlights all that our area has to offer creating awareness and inteest for both pleasure and travel.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

    a) Staying overnight in paid accommodations away from their place of residence or business — 250

    b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 5,000

    c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 5,000

    d) Attending but not included in one of the three categories above (a. b. and c.) — 175,000

    e) Total number of hotel rooms / room nights generated in Tumwater — 20 / 40
    # Rooms **#Nights**

    f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 1,000

    g) Overall attendance — 185,000

    h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

    We will utalize an online survery that incorporates promotions to encourage participation, we will also include distance traveled on our arts and crafts applications, music application and food vendors as well.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

    We are adding relevant applications to our vendors, hospitality guests and well as musicians as quite a few of them are from out of town and will be staying at local hotels.

    We will also have an online survey to complete.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

    Tumwater hotels will be listed on our website for places to stay for overnight guests, arts and crafts vendors, musicians as well as out of town traveling floats.

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

    We will use our official website, annual program and social media channels to raise awareness. We also routinely direct visitors and vendors to the Experience Olympia and Beyond website to explore lodging options.

    https://www.experienceolympia.com/

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
    For example: how do you intend to alternatively fund your program / which services will not happen?

    The plan is to keep what we had for the 2022 season. We are looking at adding back the Car show and teaming up with "All Kids Win," formally known as Homeless backpacks.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

    Non-Profit food vendors:
    Zontas
    Barb's Family and Friends
    Olympia Host Lions
    Olympia Robotics
    Steven's Racing
    Thurston Democrats
    Thurston Republicans
    Pacific Ohana Founation

    We work with Avanti High School, the Church of Living Water, Department of Enteprise Services, Washington State Patrol, City of Olympia, Thurston Community Media,Nexct Right Steps, Little Red Schoolhouse, and we will be bringing back the Thurston Mobile Search and Rescue as well as ThurstonJeep Patrol.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

We do know there is increase in lodging during Lakefair week in Olympia, and oftern rooms are in short supply during Lakefair week in Olympia, which creates opportunities for lodging in surrounding areas. Many visitors spread out to the Tumwater area in order to find convenient lodging and dining options. We are unable to track visitors that may have beenencouraged to visit Tumwater and greater Thurston County through efforts, it would be wonderful if hotels were able to provide information relating to visits from out of town guests and their reason for staying.

Lodging Tax Budget Form

Lodging Tax Applicant: Capital Lakefair

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		$20,000.00
Admission:		
Reserves:		
Donations/Contributions:		$2,500.00
Grants:		
Program Service Fees:		
In-kind Donations:		$1,500.00
Gift Shop:		$5,000.00
Vendor Fees:		$30,000.00
Fundraising Activities:		
City of Lacey Lodging Tax:		$10,000.00
City of Olympia Lodging Tax:		$25,000.00
City of Tumwater Lodging Tax:		$6,000.00
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)	Carnival	$145,000.00
Other Source:	Eqpt rental	$850.00
Other Source:		
Other Source:		
TOTAL REVENUE:		**$245,850.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		$20,000.00
Administration: (utilities, phone, etc.)		$35,000.00
Marketing and Promotion:		$15,000.00
Professional / Consultant Fees:		$1,550.00
Equipment: Renting spotlights and lift ladder.		$1,000.00
Facility / Event Venue Rental:		$60,000.00
Travel: (please specify)		$16,000.00
All Other Expenses: (please specify)	Events (stage, fireworks, parade, etc.)	$50,000.00
Other Expense:	Insurance	$20,000.00
Other Expense:	Scholarship	$20,000.00
Other Expense:	Facilities (sani-cans, fencing, etc.)	$20,000.00
TOTAL EXPENSES:		**$258,550.00**
PROGRAM EXCESS (DEFICIT):		**($12,700.00)**

INVOICE

CITY OF TUMWATER
TOURISM/LODGING TAX PROGRAM FUNDING

CONTACT PERSON:_George Sharp_____ Employer Identification Number:_23-7131672_____

AGENCY: _Capital Lakefair_____ DATE: _6/21/2022_____

ADDRESS_P.O. Box 2568 Olympia 98507_____ PHONE: _360-878-3835_____

_____ EMAIL: _george@lakefair.org_____

Proof of Payment Must Be Attached

The agency identified above provided the following services to the City of Tumwater to promote tourism (see RCW 67.28.080).

Services Provided (Scope of Services/Exhibit A)	Date(s) Provided	Cost (Itemized)
Please see attached spreadsheet and receipts	April-June 2022	$3,600

TOTAL AMOUNT REQUESTED: $____3,600_____

AFFIDAVIT OF VERIFICATION

I, the undersigned, do hereby certify under penalty of perjury that materials have been furnished, the services rendered or the labor performed as described herein (and as outlined in the Scope of Services attached as Exhibit A in the contract document), and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify said claim.

SIGNATURE

_Board of Director_____
TITLE

Please mail this invoice to:
Hanna M. Miles
Executive Department
555 Israel Road SW
Tumwater, WA 98501
Phone: (360) 754-4120

Capital Lakefair Tumwater LTAC Reimbursement Request June 2022	
Item	Amount
Apple Blossom Festival Enterprise Rental Car	$ 258.48
Apple Blossom Coast Hotel-President Room 232	$ 284.26
Apple Blossom Coast Hotel- Royalty Room 637	$ 142.13
Apple Blossom Coast Hotel-Float Crew Room 529	$ 284.26
Hyak Festival Inn at the Quay Hotel - President	$ 449.76
Lilac Festival Enterprise Rental	$ 325.79
Lilac Festival Hotel - Double Tree Chaperone 507	$ 182.25
Lilac Festival Hotel-Double Tree Royalty Room 505	$ 194.24
Lilac Festival Double Tree Hotel-Float Crew Room 433	$ 364.50
Portland Rose Festival Parade-President Room 203	$ 218.90
Portland Rose Festival Parade-Float Crew Room 201	$ 193.90
Portland Rose Festival Parade-Float Crew Room 301	$ 218.90
Portland Rose Festival Parade-Chaperone Room 202	$ 257.88
Portland Rose Festival Parade-Royalty Room 212	$ 242.62
Total spent	$ 3,617.87
Reimbursement Request	**$ 3,600.00**

CAPITAL LAKEFAIR
PO Box 2569 • Olympia, Washington 98507 • Phone 360.943.7344

Capital Lakefair: Exhibit A 2022

Scope and Sequence: Tumwater Lodging Dollars

For 65 years, Capital Lakefair has been a Thurston County tradition since the first event back in 1957. Over the years Lakefair has raised millions of dollars for local non-profit food vendors and more than $400,000 in scholarships for young women from area high schools. While we were not able to hold Lakefair in 2020 and 2021, we're getting an early start on planning for an even bigger and better event for the 2022 season.

With the support of the City of Tumwater lodging dollars. Capital Lakefair will use the funds to help offset the following:

Float operations: $16,000 (est. includes the actual cost for fuel, lodging/overnight stays if necessary)
Marketing: $5,000 (est. includes float signage, printed materials, promotional pins, online advertising)
Insurance: $19,000 (est. includes coverage for float travel, Lakefair Week, community events)
Facilities: $32,000+ (est. of rent, vehicle cold storage, electric, phones/internet)
Fencing: $3,300 (est. for Lakefair Week setup)

The Capital Lakefair Float and Crew travel to 14-16 or more parades throughout the Pacific Northwest annually. The float engages with communities across Washington, Oregon, and British Columbia. The float will include signage promoting Capital Lakefair, event dates, and the cities of Lacey, Olympia, and Tumwater.

A script and/or description is provided to all parade organizers to be used by announcers, both live and on TV/Streamed, and for additional media coverage and promotion where applicable. It will read:

Capital Lakefair is held the third weekend in July and represents the communities of Lacey, Olympia, and Tumwater. Riding on the float is (list of rider names). For more information visit https://www.lakefair.org/ or find us on https://www.facebook.com/CapitalLakefair, or https://www.instagram.com/lakefair/

Karen Adams-Griggs
2nd Vice President
Karen@lakefair.org

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: Capital Lakefair

Submitted By: Adam Stilz, Office Manager Date: 8/24/2021

Email Address: office@lakefair.org Phone: 360-943-7344

This Report Covers:

Activity Name: Capital Lakefair

Activity Type: ☒ Special Event/Festival ☐ Marketing/Tourism Promotion Agency ☐ Facility

Activity Start Date: 7/14/2021 Activity End Date: 7/18/2021

Total Activity Cost: $0.00

Total amount of Tumwater lodging tax funds requested: $4,000.00

Total amount of Tumwater lodging tax funds expended: $0.00

Total amount of lodging tax funds expended from all jurisdictions: $0.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	185,000
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	10,000
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	1,000
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	250
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	184,750
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	40
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

Event canceled due to COVID-19

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

Event canceled due to COVID-19

Did you complete all of the items on your Scope of Services consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

Event canceled due to COVID-19

What expenses did you pay using Tumwater Lodging Tax funds?

Event canceled due to COVID-19

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

We plan to have a successful event in 2022.

WASHINGTON
Secretary of State
Corporations & Charities Division

Filed
Secretary of State
State of Washington
Date Filed: 08/03/2022
Effective Date: 08/03/2022
Registration No: 1121920

Charity Renewal

ORGANIZATION INFORMATION

Organization Name:
CAPITAL LAKEFAIR, INC.
Registration Number :
1121920
Purpose/Mission of the Organization:
TO PROVIDE OUR COMMUNITY WITH AN ANNUAL SUMMER FESTIVAL, WHILE PROVIDING SCHOLARS HIP MONEY TO LOCAL HIGH SCHOOL STUDENTS, AND A RESOURCE FOR LOCAL SERVICE CLUBS (NO N-PROFITS) TO RAISE MONEY.
FEIN Number:
23-7131672
Federal Tax-Exempt Status:
Yes
Federal Status Type:
501(c)(3)
UBI Number:
601 318 258
Is this Charitable Organization associated with any Corporation or LLC?-
Yes
Organizational Structure:
Jurisdiction:
WASHINGTON

CONTACT INFORMATION

Organization Email:
office@lakefair.org
Confirm Organization Email:
office@lakefair.org
Organization Website:
www.lakefair.org
Is Foreign Contact:
No
Country Code:
1
Phone Number:
3609437344
Ext:
Mailing Address:
PO Box 2569, OLYMPIA, WA, 98507, USA
Street Address:
627 DURELL RD SE STE A102, THURSTON COUNTY, TUMWATER, WA, 98501-5890, USA

This document is a public record. For more information visit www.sos.wa.gov/corps

Work Order #: 2022080300485403 - 1
Received Date: 08/03/2022
Amount Received: $40.00

Do you use any other addresses for Solicitation -
No

FINANCIAL INFORMATION

Accounting year beginning date:
10/01/2020
Accounting year ending date:
09/30/2021
Beginning Gross Assets:
$82,836.00
Ending Gross Assets:
$35,030.00
Revenue
Gross Contributions from Solicitations:
$0.00
Gross Revenue from All Other sources:
$39,982.00
Total Dollar Value of Gross Receipts:
$39,982.00
Expenses
Gross Expenditures from Program Services:
$79,592.00
Total Gross from All Expenditures:
$79,592.00
Percent to Program Services:
100%

FINANCIAL HISTORY

Fiscal Begin Date	Fiscal End Date	Begin Assets	Revenue	Program Services	Expenses	End Assets	% To Program Services
10/01/2019	09/30/2020	$182,971.00	$36,777.00	$137,310.00	$153,655.00	$82,836.00	89%
10/01/2018	09/30/2019	$152,437.00	$325,300.00	$197,422.00	$294,766.00	$182,971.00	67%
10/01/2017	09/30/2018	$171,015.00	$325,528.00	$258,913.00	$344,106.00	$152,437.00	75%
10/01/2016	09/30/2017	$170,734.00	$299,403.00	$217,531.00	$290,072.00	$171,015.00	75%
10/01/2015	09/30/2016	$207,511.00	$280,965.00	$246,029.00	$312,364.00	$170,734.00	79%
10/01/2014	09/30/2015	$284,875.00	$278,842.00	$259,957.00	$354,470.00	$209,247.00	73%
10/01/2013	09/30/2014	$286,586.00	$296,357.00	$208,363.00	$298,068.00	$284,875.00	70%
10/01/2012	09/30/2013	$289,342.00	$301,997.00	$219,953.00	$304,753.00	$286,586.00	72%
10/01/2011	09/30/2012	$297,782.00	$286,966.00	$212,423.00	$219,778.00	$289,342.00	97%
10/01/2010	09/30/2011	$305,867.00	$272,304.00	$46,450.00	$263,593.00	$314,579.00	18%
10/01/2009	09/30/2010	$280,843.00	$303,883.00	$183,651.00	$275,900.00	$305,867.00	67%
10/01/2008	09/30/2009	$217,422.00	$307,053.00	$166,651.00	$233,632.00	$280,843.00	71%
10/01/2007	09/30/2008	$173,532.00	$310,311.00	$153,746.00	$261,595.00	$217,422.00	59%
10/01/2006	09/30/2007	$234,234.00	$243,757.00	$239,613.00	$304,971.00	$173,532.00	79%

This document is a public record. For more information visit www.sos.wa.gov/corps

Work Order #: 2022080300485403 - 1
Received Date: 08/03/2022
Amount Received: $40.00

10/01/2005	09/30/2006	$219,020.00	$286,171.00	$211,616.00	$265,005.00	$234,234.00	80%
10/01/2004	09/30/2005	$177,741.00	$290,204.00	$215,425.00	$256,177.00	$219,020.00	85%
10/01/2003	09/30/2004	$142,980.00	$253,982.00	$160,637.00	$205,543.00	$177,741.00	79%

Solicitation Comments:
CAPITAL LAKEFAIR WAS NOT ABLE TO HOLD A FESTIVAL IN 2021, WE STILL MAINTAINED SOME OFFIC E EXPENSES, BUT WE WERE ABLE TO PAY A PART-TIME EMPLOYEE UTILIZING THE PPP (PAYMENT PRO TECTION PROGRAM) GRANT MONEY. - WE ENDED IN THE NEGATIVE FOR THE FISCAL YEAR, DUE TO C OVID-19 AND THE PANDEMIC.
Did the Organization solicit or collect contributions in WA during the accounting year reported?- **Yes**

- Direct Mail
- Internet
- Personal Contact

Is the Organization registered to solicit outside of WA?- **No**
Does the Organization pay any of its officers or employees?- **Yes**

First Name	Last Name
ADAM	STILZ

PERSONS ACCEPTING RESPONSIBILITY

Current Officers or Persons Accepting Responsibility for the Organization

First Name	Last Name	Title	Phone #	Address
KEN	RINGERING	PRESIDENT	3609437344	PO Box 2569, OLYMPIA, WA, 98507, UNITED STATES
STACY	SHARP	1ST VICE PRESIDENT	3608885217	PO Box 2569, OLYMPIA, WA, 98507, UNITED STATES
CRAIG	HOLT	TREASURER	3604812500	PO Box 2569, OLYMPIA, WA, 98507, UNITED STATES
KELLI	MORGAN-AYRES	SECRETARY	3609437344	PO Box 2569, OLYMPIA, WA, 98507, UNITED STATES

FINANCIAL PREPARER

Person or Business that Prepares, Reviews or Audits Financial Information:
Type:
INDIVIDUAL
First Name:
CYNTHIA
Last Name:
KNAPP
Title:
CPA
Address:
8613 MARTIN WAY E STE 102, LACEY, WA, 98516-5820, USA

LEGAL INFORMATION

Do you have any Legal Actions? - **No**

COMMERCIAL FUNDRAISERS

Does the Organization use one or more Commercial Fundraisers to solicit contributions in WA?- **No**

RETURN ADDRESS FOR THIS FILING

Attention:
KAREN ADAMS-GRIGGS
Email:
KAREN@LAKEFAIR.ORG
Address:
PO BOX 2569, OLYMPIA, WA, 98507-2569, USA

UPLOAD ADDITIONAL DOCUMENTS

Do you have additional documents to upload? **No**

SIGNATURE/ ATTESTATION

First Name:
KAREN
Last Name:
ADAMS-GRIGGS
Date:
08/03/2022
Phone Number:
360-888-6660

FOR TAX YEAR 2020

CAPITAL LAKEFAIR INC

Precisely Right Accounting

8613 Martin Way E Suite 102

Olympia, WA 98516

(360)352-6195

Precisely Right Accounting

8613 Martin Way E Suite 102
Olympia, WA 98516
cknapp@preciselyrightonline.com
Phone: (360)352-6195 | Fax: (360)350-3336

August 25, 2022

Capital Lakefair Inc
PO Box 2569
Olympia, WA 98507

Capital Lakefair Inc:

Enclosed is the 2020 federal return for a tax-exempt organization, prepared for Capital Lakefair Inc from the information provided. The return was e-filed with the IRS and was accepted on August 19, 2022.

The federal return reflects neither a refund nor a balance due.

Thank you for the opportunity to be of service. For further assistance with the organization's tax return needs, contact our office at (360)352-6195.

Sincerely,

Cynthia Knapp
Precisely Right Accounting

Precisely Right Accounting

8613 Martin Way E Suite 102
Olympia, WA 98516
cknapp@preciselyrightonline.com
Phone: (360)352-6195 | Fax: (360)350-3336

August 25, 2022

Capital Lakefair Inc
PO Box 2569
Olympia, WA 98507

Your privacy is important to us. Read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

* Interviews regarding your tax situation

* Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data

* Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients or as required by law.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

If you have any questions about our privacy policy, contact our office at (360)352-6195.

Sincerely,

Cynthia Knapp
Precisely Right Accounting

Acknowledgement and General Information for Entities That File Returns Electronically

2020

Name(s) as shown on return

CAPITAL LAKEFAIR INC

Employer Identification Number

-*1672

Entity address

PO BOX 2569

OLYMPIA, WA 98507

Thank you for participating in IRS e-file.

1. [X] 2020 990EZ income tax return for Federal was filed electronically.
The electronic filing services were provided by Precisely Right Accounting .

2. [X] 990EZ income tax return was accepted on 08-19-2022 using a Personal Identification Number (PIN) as an electronic signature. The entity entered a PIN or authorized the Electronic Return Originator (ERO) to enter or generate a PIN signature.
The submission ID assigned to this return is 91774620222231eqebo3j .

PLEASE DO NOT SEND A PAPER COPY OF ENTITY'S RETURN TO THE IRS. IF YOU DO, IT WILL DELAY THE PROCESSING OF THE RETURN.

Item 5.

Form **990-EZ**

Department of the Treasury
Internal Revenue Service

Short Form
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

► **Do not enter social security numbers on this form as it may be made public.**

► **Go to *www.irs.gov/Form990EZ* for instructions and the latest information.**

OMB No. 1545-0047

2020

Open to Public Inspection

A For the 2020 calendar year, or tax year beginning 10-01 , 2020, and ending 09-30 , 2021

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization
CAPITAL LAKEFAIR INC

Number and street (or P.O. box if mail is not delivered to street address) | Room/suite
PO BOX 2569

City or town, state or province, country, and ZIP or foreign postal code
OLYMPIA, WA 98507

D Employer identification number
23-7131672

E Telephone number
(360)943-7344

F Group Exemption Number ►

G Accounting Method: ☒ Cash ☐ Accrual Other (specify) ►

H Check ► ☒ if the organization is **not** required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I **Website:** ► WWW.LAKEFAIR.ORG

J **Tax-exempt status** (check only one) - ☒ 501(c)(3) ☐ 501(c)( ) ◄ (insert no.) ☐ 4947(a)(1) or ☐ 527

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are $200,000 or more, or if total assets (Part II, column (B)) are $500,000 or more, file Form 990 instead of Form 990-EZ . . . . . ► $ 39,982

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I . . . . . ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received		1	35,734
	2	Program service revenue including government fees and contracts		2	
	3	Membership dues and assessments		3	
	4	Investment income		4	53
	5a	Gross amount from sale of assets other than inventory	5a		
	b	Less: cost or other basis and sales expenses	5b		
	c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)		5c	
	6	Gaming and fundraising events:			
	a	Gross income from gaming (attach Schedule G if greater than $15,000)	6a		
	b	Gross income from fundraising events (not including $ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000)	6b		
	c	Less: direct expenses from gaming and fundraising events	6c		
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)		6d	
	7a	Gross sales of inventory, less returns and allowances	7a	4,195	
	b	Less: cost of goods sold	7b	2,714	
	c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)		7c	1,481
	8	Other revenue (describe in Schedule O)		8	
	9	**Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ►		9	37,268
Expenses	10	Grants and similar amounts paid (list in Schedule O)		10	24,500
	11	Benefits paid to or for members		11	
	12	Salaries, other compensation, and employee benefits		12	10,572
	13	Professional fees and other payments to independent contractors		13	
	14	Occupancy, rent, utilities, and maintenance		14	30,282
	15	Printing, publications, postage, and shipping		15	
	16	Other expenses (describe in Schedule O)		16	15,552
	17	**Total expenses.** Add lines 10 through 16 ►		17	80,906
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)		18	(43,638)
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)		19	82,836
	20	Other changes in net assets or fund balances (explain in Schedule O)		20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ►		21	39,198

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2020)

EEA

Part II **Balance Sheets** (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II . . . . . ☐

		(A) Beginning of year		(B) End of year
22	Cash, savings, and investments	72,183	22	32,572
23	Land and buildings	10,653	23	6,626
24	Other assets (describe in Schedule O)	0	24	0
25	**Total assets**	82,836	25	39,198
26	**Total liabilities** (describe in Schedule O)	0	26	0
27	**Net assets or fund balances** (line 27 of column (B) **must** agree with line 21)	82,836	27	39,198

Part III **Statement of Program Service Accomplishments** (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III . . . . . ☐

What is the organization's primary exempt purpose? **SEE SCHEDULE O**

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 **SEE SCHEDULE O**

(Grants $) If this amount includes foreign grants, check here . . . . . ► ☐ 28a **52,344**

29 **WE GRANTED SCHOLARSHIP MONEY FOR HIGHER EDUCATION TO EIGHT YOUNG LADIES FROM AREA SCHOOLS, HIGHLIGHTING THEIR ACADEMIC, ARTISTIC TALENTS, AND COMMUNITY SPIRIT.**

(Grants $) If this amount includes foreign grants, check here . . . . . ► ☐ 29a **24,500**

30 **SEE SCHEDULE O**

(Grants $) If this amount includes foreign grants, check here . . . . . ► ☐ 30a **34**

31 Other program services (describe in Schedule O) . . . . . .

(Grants $) If this amount includes foreign grants, check here . . . . . ► ☐ 31a

32 **Total program service expenses** (add lines 28a through 31a) . . . . . ► 32 **76,878**

Part IV **List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated - see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV . . . . . ☐

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
KEN RINGERING **PRESIDENT**	**0.00**	**0**	**0**	**0**
STACY SHARP **1ST VICE PRESIDENT**	**0.00**	**0**	**0**	**0**
CRAIG HOLT **TREASURER**	**0.00**	**0**	**0**	**0**
KELLY MORGAN-AYRES **SECRETARY**	**0.00**	**0**	**0**	**0**
KAREN ADAMS-GRIGGS **2ND VICE PRESIDENT**	**0.00**	**0**	**0**	**0**

Part V **Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V . . . . . ☐

			Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	33		X
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions	34		X
35 a	Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a		X
b	If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	35b		
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c		X
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36		X
37 a	Enter amount of political expenditures, direct or indirect, as described in the instructions ► 37a			
b	Did the organization file **Form 1120-POL** for this year?	37b		X
38 a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a		X
b	If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b			
39	Section 501(c)(7) organizations. Enter:			
a	Initiation fees and capital contributions included on line 9 39a			
b	Gross receipts, included on line 9, for public use of club facilities 39b			
40 a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ► _____ ; section 4912 ► _____ ; section 4955 ► _____			
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b		X
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ► _____			
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ► _____			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e		X
41	List the states with which a copy of this return is filed ► **WA**			
42 a	The organization's books are in care of ► **CRAIG HOLT** Telephone no. ► **360-943-7344** Located at ► **PO BOX 2569, OLYMPIA, WA** ZIP + 4 ► **98507**			
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ► _____ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	42b		X
c	At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country ► _____	42c		X
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041**-Check here ► ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ► 43			

			Yes	No
44 a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a		X
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b		X
c	Did the organization receive any payments for indoor tanning services during the year?	44c		X
d	If "Yes," to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d		
45 a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a		X
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions	45b		X

			Yes	No
46	Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46		X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47 - 49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

			Yes	No
47	Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47		X
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48		X
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		X
b	If "Yes," was the related organization a section 527 organization?	49b		

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over $100,000 ► _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over $100,000 ► _____

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ► ☒ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

KAREN ADAMS-GRIGGS
Signature of officer — Date

KAREN ADAMS-GRIGGS, 2ND VICE PRESIDENT
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☒ if self-employed	PTIN
Cynthia Knapp		08-25-2022		P00893750

Firm's name ► Precisely Right Accounting — Firm's EIN ►

Firm's address ► 8613 Martin Way E Suite 102
Olympia WA 98516 — Phone no. 360-352-6195

May the IRS discuss this return with the preparer shown above? See instructions ► ☒ Yes ☐ No

Item 5.

SCHEDULE A (Form 990 or 990-EZ)

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

► Attach to Form 990 or Form 990-EZ.

► Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2020

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization

CAPITAL LAKEFAIR INC

Employer identification number

23-7131672

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____

10 ☒ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations . . . . . .

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▸	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▸	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 **Total support.** Add lines 7 through 10 . .						

12 Gross receipts from related activities, etc. (see instructions) **12**

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . . . ▸ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2020 (line 6, column (f), divided by line 11, column (f)) . . . . . **14** %

15 Public support percentage from 2019 Schedule A, Part II, line 14 . . . . . **15** %

16a **33 1/3% support test - 2020.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . . . ▸ ☐

b **33 1/3% support test - 2019.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . . . ▸ ☐

17a **10%-facts-and-circumstances test - 2020.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . . . ▸ ☐

b **10%-facts-and-circumstances test - 2019.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . . . ▸ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . . ▸ ☐

Part III **Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	55,599	82,282	57,970	19,165	35,734	250,750
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	233,036	2,219,678	259,634	16,573		2,728,921
3 Gross receipts from activities that are not an unrelated trade or business under section 513 .						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5	288,635	2,301,960	317,604	35,738	35,734	2,979,671
7a Amounts included on lines 1, 2, and 3 received from disqualified persons . . .						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						2,979,671

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
9 Amounts from line 6	288,635	2,301,960	317,604	35,738	35,734	2,979,671
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources . .						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	1,555	125	316	(3,164)	2,714	1,546
13 **Total support.** (Add lines 9, 10c, 11, and 12.)	290,190	2,302,085	317,920	32,574	38,448	2,981,217

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . . . ► ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f))	15	99.95 %
16 Public support percentage from 2019 Schedule A, Part III, line 15	16	0.00 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2020** (line 10c, column (f), divided by line 13, column (f))	17	0.00 %
18 Investment income percentage from **2019** Schedule A, Part III, line 17	18	0.00 %

19a **33 1/3% support tests - 2020.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization . . ► ☒

b **33 1/3% support tests - 2019.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ► ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions . . . ► ☐

Part IV **Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in* ***Part VI*** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	**1**		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* ***Part VI*** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	**2**		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	**3a**		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in* ***Part VI*** *when and how the organization made the determination.*	**3b**		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* ***Part VI*** *what controls the organization put in place to ensure such use.*	**3c**		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked 12a or 12b in Part I, answer lines 4b and 4c below.*	**4a**		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in* ***Part VI*** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	**4b**		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in* ***Part VI*** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	**4c**		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in* ***Part VI****, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	**5a**		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	**5b**		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	**5c**		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in* ***Part VI.***	**6**		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	**7**		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	**8**		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in* ***Part VI****.*	**9a**		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in* ***Part VI****.*	**9b**		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in* ***Part VI****.*	**9c**		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer 10b below.*	**10a**		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	**10b**		

Part IV **Supporting Organizations** *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?	**11a**		
b	A family member of a person described in line 11a above?	**11b**		
c	A 35% controlled entity of a person described in 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in* ***Part VI.***	**11c**		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in* ***Part VI*** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	**1**		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* ***Part VI*** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	**2**		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* ***Part VI*** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	**1**		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	**1**		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* ***Part VI*** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	**2**		
3	By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* ***Part VI*** *the role the organization's supported organizations played in this regard.*	**3**		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year* ***(see instructions)****.*

a ☐ The organization satisfied the Activities Test. *Complete* ***line 2*** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* ***line 3*** *below.*

c ☐ The organization supported a governmental entity. *Describe in* ***Part VI*** *how you supported a government entity (see instructions).*

			Yes	No
2	Activities Test. ***Answer lines 2a and 2b below.***			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* ***Part VI identify those supported organizations and explain*** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	**2a**		
b	Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* ***Part VI*** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	**2b**		
3	Parent of Supported Organizations. ***Answer lines 3a and 3b below.***			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No," provide details in* ***Part VI.***	**3a**		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* ***Part VI*** *the role played by the organization in this regard.*	**3b**		

Part V **Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 *(explain in **Part VI**).* **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	**1**		
2 Recoveries of prior-year distributions	**2**		
3 Other gross income (see instructions)	**3**		
4 Add lines 1 through 3.	**4**		
5 Depreciation and depletion	**5**		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	**6**		
7 Other expenses (see instructions)	**7**		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	**8**		

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	**1a**		
b Average monthly cash balances	**1b**		
c Fair market value of other non-exempt-use assets	**1c**		
d **Total** (add lines 1a, 1b, and 1c)	**1d**		
e **Discount** claimed for blockage or other factors *(explain in detail in **Part VI**)*:			
2 Acquisition indebtedness applicable to non-exempt-use assets	**2**		
3 Subtract line 2 from line 1d.	**3**		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	**4**		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	**5**		
6 Multiply line 5 by 0.035.	**6**		
7 Recoveries of prior-year distributions	**7**		
8 **Minimum Asset Amount** (add line 7 to line 6)	**8**		

Section C - Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, Column A)	**1**		
2 Enter 0.85 of line 1.	**2**		
3 Minimum asset amount for prior year (from Section B, line 8, Column A)	**3**		
4 Enter greater of line 2 or line 3.	**4**		
5 Income tax imposed in prior year	**5**		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	**6**		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V **Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** *(continued)*

Section D - Distributions			**Current Year**
1	Amounts paid to supported organizations to accomplish exempt purposes	**1**	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	**2**	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	**3**	
4	Amounts paid to acquire exempt-use assets	**4**	
5	Qualified set-aside amounts (prior IRS approval required) - *provide details in* ***Part VI****)*	**5**	
6	Other distributions *(describe in* ***Part VI****).* See instructions.	**6**	
7	**Total annual distributions.** Add lines 1 through 6.	**7**	
8	Distributions to attentive supported organizations to which the organization is responsive *(provide details in* ***Part VI****).* See instructions.	**8**	
9	Distributable amount for 2020 from Section C, line 6	**9**	
10	Line 8 amount divided by line 9 amount	**10**	

Section E - Distribution Allocations (see instructions)		**(i) Excess Distributions**	**(ii) Underdistributions Pre-2020**	**(iii) Distributable Amount for 2020**
1	Distributable amount for 2020 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2020 (reasonable cause required - *explain in* ***Part VI****).* See instructions.			
3	Excess distributions carryover, if any, to 2020			
a	From 2015			
b	From 2016			
c	From 2017			
d	From 2018			
e	From 2019			
f	**Total** of lines 3a through 3e			
g	Applied to underdistributions of prior years			
h	Applied to 2020 distributable amount			
i	Carryover from 2015 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4	Distributions for 2020 from Section D, line 7: $			
a	Applied to underdistributions of prior years			
b	Applied to 2020 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.			
5	Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* ***Part VI****.* See instructions.			
6	Remaining underdistributions for 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* ***Part VI****.* See instructions.			
7	**Excess distributions carryover to 2021**. Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2016			
b	Excess from 2017			
c	Excess from 2018			
d	Excess from 2019			
e	Excess from 2020			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
► **Attach to Form 990 or 990-EZ.**
► **Go to *www.irs.gov/Form990* for the latest information.**

OMB No. 1545-0047

2020

Open to Public Inspection

Name of the organization

CAPITAL LAKEFAIR INC

Employer identification number

23-7131672

01. List of grants and similar amounts paid (Part I, line 10)

ACTIVITY	SCHOLARSHIPS
GRANTEE	VARIOUS - UNDER AGE 18
AMOUNT	24,500

02. Description of other expenses (Part I, line 16)

DESCRIPTION	AMOUNT
BANK FEES	51
DONATIONS	343
PARADE EXPENSE	288
DUES AND MEMBERSHIPS	224
INFORMATION TECHNOLOGY	3,252
INSURANCE	3,244
SUPPLIES	4,087
TRAVEL	35
DEPRECIATION	4,028

BY-LAWS OF CAPITAL LAKEFAIR:

ARTICLE I

ORGANIZATION, COMPOSITION, AND GENERAL POWERS

SECTION 1: NAME AND GEOGRAPHIC AREA:

A. The name of the organization is Capital Lakefair, Incorporated, here-in after known as Lakefair.
B. The geographic area of Lakefair includes Thurston County.

SECTION 2: PURPOSE:

The purpose of Lakefair shall be:

A. To provide several days of recreation, fun, and fellowship the third week in July.
B. To bring attention to our beautiful Capitol Lake as an important recreation area.
C. To ensure that the Lakefair Float(s) participate in as many community festivals as economically feasible within the parameters of maximum exposure per event.
D. To provide educational opportunities through annual Scholarships to our royalty court.
E. Produce and promote educational and scientific events for Children (Kid's Day).

SECTION 3: ENDORSEMENTS:

Neither Capitalarian or Lakefair employees, in official capacity as such, shall approve, sponsor or endorse, either directly or indirectly, any public or private enterprise operated for profit, any political party or candidate, or any other organization except as specifically approved by Lakefair.

ARTICLE II

MEMBERSHIP

SECTION 1: MEMBERS; GENERAL PROVISIONS

A. Lakefair membership is open to individuals who will endorse the purposes of Capital Lakefair.
B. Capitalarians who are active and in good standing are eligible to vote on matters affecting Lakefair.

SECTION 2: CANDIDATE AND TRANSER CANDIDATE CAPITALARIAN GENERAL PROVISIONS

A. Any person twenty-one years of age or older who desires to become a Capitalarian must first complete an application that must be signed by his or her Sponsoring Capitalarian.
B. After completing an application, a Candidate Capitalarian must:
    1. Actively work on one or more committees for three months, and at that time they would be considered by the Membership & Nominating Committee.
    2. Commit to attending not less than three regular meetings during the year. If a Candidate Capitalarian is unable to attend the required number of meetings, this requirement may be fulfilled by additional participation in other official Lakefair activities or services.
    3. Capitalarian Candidate must attend at least one out of town festival representing Lakefair either on a packet or as a working member of the Float crew and/or Royalty Committee.

C. After completing an application, a transfer Candidate Capitalarian (member of another festival) must:
   1. Work on one or more committees for not less than three months.
   2. Attend not less than three regular meetings in a year.
D. After serving and providing evidence of meeting the required commitments as a Candidate Capitalarian, or a Transfer Candidate Capitalarian, such persons must be recommended in writing for membership to the Board of Directors by the Sponsor or Chair of a committee on which the Candidate or Transfer has served.
E. The letter or recommendation from the Sponsor or committee chair should state, in general, the areas in which the Candidate has worked with Lakefair and the reasons why the Sponsor or Chair feels the Candidate would make an acceptable Capitalarian.
F. Capitalarians are responsible for purchase of their uniform.
G. Candidate Capitalarian and Transfer Candidates Acceptance.
   1. The letter (D above) of recommendation shall be submitted to the Membership and Nominating Committee Chair.
   2. The Membership and Nominating Committee, after reviewing the letter, shall submit to the Board of Directors a recommendation regarding each Candidate or Transfer Candidate Capitalarian.
   3. The Board of Directors shall, after considering the recommendation of the Membership and Nominating Committee, submit the name or names of Candidates or Transfer Candidates nominated at the next general meeting.
   4. Opposition to a Candidate or Transfer Candidate becoming a Capitalarian should take the form of a letter to the President. Such letters of opposition from Capitalarians will be accepted by the President for fifteen days following the date of the meeting at which the nominations were read. If no letters recommending rejection are received, the President shall notify the Candidate's Sponsor that the Candidate has been accepted and will be introduced at the next meeting as a new Capitalarian and will receive the dress blazer, name tag, and Membership Certificate.

SECTION 3: CAPITALARIANS: GENERAL PROVISIONS

A. A Capitalarian is a person twenty-one years of age or older who, by virtue of his or her work and service to Lakefair, has been accepted as a "Capitalarian".
B. Capitalarians are encouraged to serve on at least one committee of their choice, and participate in *at least one out-of-town festival*.
C. Capitalarians shall be distinguishable by wearing identical uniforms during the festival days and other appropriate times or at the request of the President to promote Lakefair. The Lakefair emblem shall always be worn on the left breast pocket and the nameplate shall always be worn on the right lapel of the dress blazer.
D. A Capitalarian may submit a request for a Leave of Absence to the Board or Directors.
E. Any Capitalarian who has been inactive for one full year may be requested by the Board of Directors, to come before the Membership and Nominating Committee to determine the Capitalarians future interest in Lakefair. As a result of this meeting the Membership and Nominating Committee shall make a recommendation to the Board of Directors as to the future membership status of this Capitalarian.
F. A Capitalarian remains a Capitalarian until he or she chooses to resign, become an Honorary Capitalarian, or is removed from Capitalarian status by action of the Board or Directors.

SECTION 4: HONORARY CAPITALARIANS: GENERAL PROVISIONS

A. A Capitalarian who by virtue of his or her work and service to Lakefair may elect to become an Honorary Capitalarian through the following procedure:
   1. Have had ten years continuous service as a Capitalarian.
   2. Request Honorary Capitalarian status in writing to the Board of Directors.
B. An Honorary Capitalarian may return to active status upon submission of a written request to the Membership and Nominating Committee for recommendation to the Board and Membership.

C. An Honorary Capitalarian may attend meetings, take part in discussions, and participate in all activities, but will have no voting privileges. Uniforms for Honorary Capitalarians shall be the same as for Capitalarians.

ARTICLE III

MEETINGS

SECTION 1: ANNUAL MEETING

A. Lakefair shall hold an annual meeting in September for the purpose of electing Officers, Board of Directors, and adoption of the annual financial resolution, and other business as may be transacted, as appropriate.
B. Thirty-three percent of the Capitalarians shall constitute a quorum.

SECTION 2: REGULAR MEETINGS

A. The schedule of regular meetings will be established by the Board or Directors and held each month January through October.
B. The Capitalarians present shall constitute a quorum for the transaction of business.

SECTION 3: SPECIAL MEETINGS

A. A Special meeting of Lakefair may be called by the President, or by the Board, or by a written petition to the Board signed by not less than thirty-three percent of the Capitalarians, provided that the purpose of such meeting is set forth in the meeting notice.
B. Only the business stated in the written notice or call shall be transacted. All rules and procedures at the meeting shall be the same as those for a regular meeting.

SECTION 4: BOARD MEETINGS

A. Board of Director Meetings will be held each month January through October.
B. The Board of Directors must meet in a regular or special meeting in order to transact business.
C. A special meeting of the Board of Directors shall be held, if requested in writing, by a majority of the members of the Board of Directors, or at the call of the President. The Secretary shall issue a written notice stating the time, place, and purpose of the meeting and the business to transacted. Only the business stated in the written notice or call shall be transacted.
D. A simple majority of the members of the Board of Directors shall constitute a quorum for the transaction of its business.

SECTION 5: GENERAL

A. The notice of each meeting and the agenda of Lakefair, stating the time and location, shall be provided to every member. The notice of each regular meeting shall be issued at least seven calendar days before the date of the meeting.
B. The Board will submit any issue for action to the membership.
C. No new budget items will be voted upon at a regular Lakefair meeting unless previously considered by the Board.
D. All recommendations by the Board of Directors shall be voted upon by the Capitalarians at a regularly scheduled Lakefair meeting.

E. The Sponsor and the presiding officer shall be responsible for ensuring that Candidate Capitalarians are properly introduced at all meetings.

ARTICLE IV

ELECTIONS

SECTION 1: NOMINATIONS OF OFFICERS, DIRECTORS, AND MEMBERSHIP AND NOMINATING COMMITTEE.

A. The Membership and Nominating Committee shall select one name for each Officer and open Director Position annually.
B. The Membership and Nominating Committee shall select one name for a three-year term for a Capitalarian position on the Membership and Nominating Committee annually.
C. The report of the Membership and nominating Committee shall be submitted to the Board Secretary not later than the First Thursday in August. The report of the Membership and Nominating Committee shall be distributed to Capitalarians no later than September 1st.
D. Election of Officers and Directors will be held at the Annual Meeting in September. Nominations from the floor will be accepted for open Director positions only.

SECTION 2: ELECTIONS

A. Ballots shall be prepared for candidates nominated. Those receiving the highest number of votes from all Capitalarians present shall be declared elected.
B. Newly elected Officers and Directors shall take office at the October meeting.

ARTICLE V

BOARD OF DIRECTORS

SECTION 1: COMPOSITION

The Board of Directors shall consist of:

A. The officers for their term of office.
B. Six Board Members.

SECTION 2: TERMS OF OFFICE

A. Officers' terms shall be for one year.
B. Directors' terms of office shall be three years. Terms shall be staggered such that one-third of the Directors is serving for one year, one-third serving two years and one-third serving three years.

SECTION 3: VACANCIES

If a vacancy should occur among the Directors, the President shall recommend a Capitalarian to serve as Director until the next annual election meeting and said Capitalarian shall be approved by the Board of Directors, at which time nominations will be made to fill the un-expired term.

SECTION 4: DECISIONS AND MINUTES

A. Every decision of the Board of Directors shall be by a simple majority vote, unless otherwise required by these By-Laws.
B. Written minutes of every meeting of the Board of Directors, recording the members in attendance, the matters before the meeting and every action taken shall be kept by the Secretary in the Book of Minutes of Lakefair. The minutes of each meeting shall be signed by the President or other officer who presided at the meeting.
C. The Secretary shall provide minutes that will include decisions and recommendations to the membership for action at each regular meeting of Lakefair. Minutes will be distributed with the upcoming agenda.

SECTION 5: BOARD SPECIFIC POWERS

The Board shall:

A. Adopt and present a final Annual Budget to the General Membership at the February General Meeting.
B. Authorize the transfer of funds within the constraints of the budget and allocate unanticipated revenues.
C. Employ and direct the Executive Director and any other staff.
D. Interpret the By-Laws and policies and procedures.

SECTION 6: REMOVAL FROM THE BOARD

Any Board Member who has been absent from two regularly scheduled meetings of the board within a twelve-month period, unless such absence is specifically excused by the President, may be removed by majority vote of the Board.

ARTICLE VI

OFFICERS

SECTION 1: OFFICER TITLES

The Officers of Lakefair shall consist of President, First Vice President, Second Vice President, Secretary, and Treasurer.

SECTION 2: DUTIES

The officers' duties shall be in accordance with the rules and procedures adopted by the Capitalarians.

SECTION 3: VACANCIES

If a vacancy should occur among the officers, the Membership and Nominating Committee shall select a name to fill the existing office and a special election shall be held within thirty days to fill said vacancy.

ARTICLE VII

COMMITTEES

SECTION 1: COMMITTEE GENERAL AUTHORITY

A. Committees are authorized to carry out their duties as prescribed by the policies and procedures of Lakefair.
B. No committee shall exceed its budget amount without prior approval of the Board of Directors.
C. No committee shall commit Lakefair to any matter without specific prior approval by the Board of Directors.
D. Any expense over $50 shall be approved by committee chair, Executive Director or Board, prior to purchase, and supply receipt.

SECTION 2: COMMITTEE CHAIRS

A. Upon being elected, the President will make appointments of Committee Chairs.
B. In the event of a vacancy, the President shall appoint a replacement.
C. All Committee Chairs shall serve for one year.

SECTION 3: STANDING COMMITTEES

A. Allied Events
B. Budget & Finance
C. Car Show
D. Concessions
E. Fair Facilities
F. Family Events
G. Float
H. Hospitality
I. Marketing
J. Parade
K. Royalty

SECTION 4: ELECTED COMMITTEES

Membership and Nominating:

A. The Committee shall consist of four Capitalarians, one of which shall be the immediate Past President.
B. Terms for the elected Capitalarians shall be for three years and shall be staggered.

SECTION 5: APPOINTED COMMITTEES

A. Audit – The Committee shall consist of not less than three Capitalarians who shall all be appointed by the President.
B. Policy Review / By-Laws – The Committee shall consist of not less than five members including the Chair who will be appointed by the President.
C. Sunshine
D. Executive Search & Compensation shall be conducted by the Board of Directors.

SECTION 6: SPECIAL COMMITTEE AUTHORIZATION

A. Special committees may be authorized by the President of Board of Directors and shall be abolished by the authorizing body.

ARTICLE VIII

PERSONNEL

SECTION 1: GENERAL

A. The Board of Directors may hire such personnel as necessary and assign their duties and salaries.
B. All personnel matters will be handled by the Board of Directors.

SECTION 2: EXECUTIVE DIRECTOR

A. The Board shall be authorized to employ an Executive Director who shall be the operating administrator of Lakefair and / or Administrative Coordinator who shall assist in the administration of Lakefair.
B. The Executive Director shall be responsible to the Board of Directors. The Staff shall be responsible to the Executive Director or President in the absence of an Executive Director.

SECTION 3: OFFICE STAFF

A. The Board shall be authorized to employ Office Staff who shall assist the Executive Director and / or Office Manager of Lakefair.
B. The Office Staff shall be responsible to the Executive Director.

ARTICLE IX

GENERAL FINANCES

SECTION 1: FISCAL YEAR

The Fiscal Year of Lakefair shall begin October 1, and end on September 30.

SECTION 2: ANNUAL BUDGET

A. The Budget and Finance Committee, with the assistance of the Executive Director and Committee Chairs, shall prepare a Budget for presentation to the Board of Directors at the January meeting. The Budget will then be considered and voted upon by the Capitalarians at the February meeting.
B. The adopted Annual Budget may be adjusted, as necessary, during the fiscal year, by the Capitalarians upon recommendation of the Board of Directors within the constraints of the approved Budget and any unanticipated additional revenues.

ARTICLE X

AMENDMENTS TO BY-LAWS

SECTION 1: GENERAL

A. Written notice and copies of the Proposed Amendments shall be filed with the Board of Directors at least fifteen days before the meeting at which the amendment(s) will be considered.

B. Written notice and a copy of the Proposed Amendment(s) shall be given to the Capitalarians at least seven days before the meeting at which the amendments(s) will be considered.
C. The by-laws may be amended at any Regular or Annual Meeting by an affirmative two-thirds vote.

APP

APPROVED AND FILED
JUL 29 1957
VICTOR A. MEYERS
SECRETARY OF STATE
BY Jay Freeman
ASSISTANT SECRETARY OF STATE

ARTICLES OF INCORPORATION

OF

CAPITAL LAKEFAIR, INC.

KNOW ALL MEN BY THESE PRESENTS; That we, the undersigned, residents and citizens of the State of Washington and of the United States of America, do hereby certify that we do, by these presents, associate ourselves together for the purpose of forming a corporation under and by virtue of the laws of the State of Washington, particularly Chapter 24.08 of the Revised Code of Washington, and for that purpose do hereby make, subscribe and acknowledge in triplicate the following Articles of Incorporation:

ARTICLE I.

The corporate name of this corporation shall be "Capital Lakefair, Inc." and its principal office and chief place of business shall be c/o Olympia Chamber of Commerce, Olympia, Washington.

ARTICLE II.

This corporation shall have no capital stock and any person who conforms to the terms and by-laws of the corporation may become a member.

ARTICLE III.

The objects for which the corporation is formed are as follows:

(a) To establish annually a festival for the citizens of the area to be centered around Capital Lake located in the City of Olympia, Washington, with provisions to be made for various kinds of sporting events on and around the lake and in the vicinity, and also for the erection of booths to provide for

concessions, including vending stands, display exhibits, and commercial devices for pleasure and enjoyment, to be conducted over a period of one day or more, and such other celebrations as is deemed advisable by the directors.

(b) To provide for dramatic presentations, pageants, parades, musical concerts, displays, and other fitting ceremonies and services and activities in which the general public may participate through this corporation and find wholesome enjoyment through the media outlined, and conduct any and all other activities consistent with the purposes outlined herein.

(c) To purchase, buy, have and otherwise acquire, own and hold property, real and personal, such as will permit the carrying out of the general intents and purposes of this organization.

(d) To have all powers and privileges conferred by law upon corporations of this character.

ARTICLE IV.

This corporation is not founded for pecuniary profit nor for the purpose of carrying on any business, trade, vocation or profession for profit.

ARTICLE V.

The affairs of this corporation shall be managed by a board of five or more trustees which may be changed at any time by the trustees at a regular meeting or at a special meeting called for that purpose, but shall never be less than two. The names of those who shall serve as trustees for the first six months, or until their successors are duly elected and qualified, shall be: Charles Afdem, President; Michael J. Contris, Vice President; Hartly H. Kruger, Secretary-treasurer; Milton Bosell

and Eldon Marshall, Directors; each of whom is a citizen of the United States and a resident of the State of Washington.

IN WITNESS WHEREOF, we, the said incorporators, have hereunto set our hands and seals this 25th day of July, 1957.

Charles Afdem

Michael J. Contris

Hartly H. Kruger

Milton Bosell

Eldon Marshall

STATE OF WASHINGTON)
) ss.
County of Thurston)

This is to certify that on the 25th day of July, 1957, before me the undersigned, a notary public, came Charles Afdem, Michael J. Contris, Hartly H. Kruger, Milton Bosell, and Eldon Marshall, the incorporators named, to me known to be the individuals described in and who acknowledged, each for himself, and not one for the other, that he signed said instrument as his free and voluntary act and deed.

WITNESS my hand and seal this 25th day of July, 1957.

Notary Public in and for the State of Washington, residing at Olympia

Item 5.

No 137537

Articles of Incorporation

OF THE

Capital Lakefair, Inc.

Place of business Olympia

Time of existence - - - *years*

Capital stock, $ None

STATE OF WASHINGTON, *ss.*

Filed for record in the office of the Secretary of State July 29, 1957

at 10:00 *o'clock* A. *M.*

Microfilmed, Roll No. 1-51

Page 2 - 2, 3

Domestic Corporations

Secretary of State.

Filed at request of

Ralph R. Gilby, Attorney

202 First National Bank Bldg.

Olympia, Washington

Filing and recording fee, $ 5.00

License to June 30, 19____, $

Certificate mailed AUG 2 0 1957

to above address

Indexed **Photographed**

52

241

RCVD 08/27/2022 7:58AM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Tumwater Valley Golf Club/Tumwater Parks & Recreation — Organization/Agency Name
91-6001520 — Federal Tax ID Number

Dave Nickerson — Contact Name
Operations Manager — Title

4611 Tumwater Valley Dr SE — Mailing Address
Tumwater — City
WA — State
98501 — Zip

360-239-6316 — Phone
www.tumwatervalleygc.com — Website
dnickerson@ci.tumwater.wa.us — Email Address

☐ Tourism Promotion/Marketing Activities ☒ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $6,500 Total Project / Event Budget: $20,000

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

Tumwater Valley Golf Club has submitted our bid to once again host the WIAA State High School Golf Championships. If successful, this event has proven to fill our local hotels, restaurants, and small businesses.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 2-4 number of years

WIAA High School State Golf Championships — Name of Event/Festival
TVGC & 3 other local courses — Location
May 2023, 2024 — Date of Event/Festival

CERTIFICATION

I hereby state on behalf of Tumwater Valley Golf Club/Tumwater Parks & Recreation that the:
Organization/Agency Name

Applicant is: ☐ Nonprofit ☐ For Profit ☒ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Dave Nickerson - Operations Manager — Name and Title
Dave Nickerson — Signature
08/27/2022 — Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   The goal is to continue to compete for hosting the WIAA State High School Golf Championships. By hosting it not only gives our local high school athletes the opportunity to play on their home course but it brings thousands of people into town as spectators, participants, coaches, families and officials. This benefits our local hotels/motels as well as restaurants, small businesses and tourism.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

   Our goal is to continue to build upon the "Wow Factor" we have created for this event. This year's participants were welcomed into the Tumwater Community with street banners lining Capitol Boulevard and Tumwater Valley Drive welcoming all WIAA State Golf Participants to Tumwater. We created a tunnel of signs leading the way to the first tee that highlighted each school represented. This turned out to be a popular photo opportunity for many. We created a hospitality tent for volunteers, coaches and officials, which is typically only seen at exclusive events. The goal for 2023 and beyond is to continue to set ourselves apart in order to compete with Eastern Washington and their desired weather. We need to provide over the top service and attention to detail in order to have a chance at competiting to win these bids on a regular basis. If successful with securing these LTAC funds, we will purchase a set of portable bleachers for spectators, a custom logoed Tumwater Valley Golf Club (TVGC)/WIAA State Golf 10x15 tent dedicated as the official hospitality tent, and custom logoed pin flags which no other course has ever done for this tournament. The combination of these three items will add to the overall Wow Factor and assist in setting Tumwater apart.

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

   No major changes to the event itself. Seeking financial support to grow and enhance the experience for the kids.

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   The State Championship is the pinnacle of high school golf. We are dedicated to providing a well organized and memorable event for all. We will have a full compliment of staff and volunteers dedicated to ensuring success. In addition to our staff, it takes approximately a dozen volunteers working a grand total of 75 hours to pull this event off.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   We are working with Experience Olympia and Beyond on providing "Things to do" packets, water for athletes and supplying drinks and snacks for the hospitality tent for coaches, officials and volunteers.

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

No, our focus is on Tumwater and offering "Shoulder Season" events that grow our local, Tumwater businesses outside of the summer season. This event is held every May which fits perfectly within our vision.

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   The golf course actually loses approximately 50% revenue on the three days this event is held, as the differential between the tournament junior rate and our regular public rate tee times is $20 vs $42. The City of Tumwater is dedicated to growing junior golf and hosting community events that benefit the larger community as a whole. LTAC funds secured will be targeted towards enhancing the experience for spectators and players alike by offering a small set of portable bleachers for the spectators as they are on their feet for over four hours following their players. Having the ability to sit midway through the round on greenside bleachers and observe play is a major enhancement for spectators. Securing specialized logoed WIAA State Championship pin flags would be unique as no other courses are doing this across the entire state. This will be exceptionally meaningful for our players with the vision of ordering a few extra to give out to our State Champions! Procuring a logoed TVGC/WIAA State Championships 10x15 pop up tent to house our hospitality tent will add to the professional appearance and highlight our support and value of tournament volunteers, officials and coaches.

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   This event fills the local hotels/motels during their off peak season and actually brings families into our community well in advance of the tournament dates. Players want to familiarize themselves with the course; therefore, we experience families traveling to Tumwater multuiple times throughout the year to play practice rounds.

8. How broad-based will the tourism promotion benefit be geographically and economically?

   In 2019, we hosted 61 small high school divisions with 120 participants from all over Washington State. Only two of those high schools were within 30 miles of Tumwater. 2020 & 2021 were cancelled due to COVID. In 2022, TVGC hosted a total of (80) 2A girls. The feedback from Experience Olympia and Beyond was 150 Tumwater hotel room nights were booked for this event at an economic impact totalling $133,000.

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

   The goal with this lodging tax request is to set ourselves up to be in contention of winning future bids. We have to literally roll out the red carpet and make a lasting impression from the moment participants arrive and throughout their stay, as we simply cannot compete with Eastern Washington's dry weather so we have to win them over in every other aspect possible.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

    a) Staying overnight in paid accommodations away from their place of residence or business — 400 players

    b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* — 50 players

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

traveling fifty miles or more one way from their place of residence or business

c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 175 players

d) Attending but not included in one of the three categories above (a. b. and c.) — 0

e) Total number of hotel rooms / room nights generated in Tumwater — 80 / 2
 # Rooms **#Nights**

f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 0

g) Overall attendance — 2,500-3,000 total

h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

Participants must qualify for State through competing at the District level. TVGC has no bearing on which players/schools will qualify. WIAA distributes the list of schools/players merely days prior to the tournament. The simple fact is players and families will travel from all over Washington State to partake in this event. This tournament has proven to fill hotel rooms and is beneficial to the entire community.

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

Hosting the WIAA State Golf Championships automatically draws hundreds of families from out of the area. Those qualifying will be coming multiple times throughout the year to play these courses and familiarize themselves. Most will stay two if not three consecutive nights for the tournament itself. We work closely with the Experience Olympia and Beyond Sports Taskforce in tracking numbers.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

We work with WIAA and Experience Olympia and Beyond in promotional materials and in working directly with our Tumwater hotels. We include Tumwater hotels contact information and any special booking instructions in our coach's informational packets.

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

We will continue to grow our local partnerships to provide information for distribution in coach's packets. Experience Olympia and Beyond has done a great job of getting us their visitor guides to include and some local restaurants are offering food specials for this event. We do not attempt to entice tourists to extend their stays as the student athletes need to return immediately to school. However, we do promote to the schools to encourage their players to travel throughout the year to play practice rounds which drives additional hotel bookings. We offer the O Bee Junior Open Golf Tournament in April and promote it to all high school golf coaches as THE premier prep tournament for State.

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

For example: how do you intend to alternatively fund your program / which services will not happen?

Securing the bid as a host site is a highly competitive process. We were fortunate to win the previous bid and have gone above and beyond to make our event special and memorable. WIAA Officials have commented that TVGC is the model course for what they would like to see for the entire State Golf experience. We need to continue adding to our offering to stay ahead of the competing courses in King County and Eastern WA. Looking to the LTAC Committee for financial support is giving us the very best chance possible at continuing to be successful in the bidding process. Reduced funding will reduce the chances of obtaining the bid.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

    City of Tumwater, River's Edge Restaurant, WIAA, Experience Olympia and Beyond, local hotels and businesses.

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

    In my opinion, it simply comes down to execution and course conditions at the very highest level. Execution goes well beyond the tournament itself. The entire community needs to rally behind this event and support these kids and families. Signs on business billboards, restaurant and hotel specials, attractions open and welcoming, etc. We are confident in our TVGC team in continuing to deliver an exceptional product and organizing a well-facilitated tournament that will be memorable for all involved. It comes down to the little extras we do that will continue to set us apart and give us the best chance at continuing to lead the way and be at the forefront of capturing these competitive bids. We appreciate your consideration in funding 100% of our requested LTAC funds.

Lodging Tax Budget Form

Lodging Tax Applicant: Tumwater Valley Golf Club - Dave Nickerson

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		$0.00
Admission:		$0.00
Reserves:		$0.00
Donations/Contributions:		$0.00
Grants:		$0.00
Program Service Fees:		$0.00
In-kind Donations:		Discounted greens fees for junior golfers
Gift Shop:		$0.00
Vendor Fees:		$0.00
Fundraising Activities:		$0.00
City of Lacey Lodging Tax:		$0.00
City of Olympia Lodging Tax:		$0.00
City of Tumwater Lodging Tax:		$6,500.00
Thurston County Lodging Tax:		$0.00
Other Sources of Revenue: (please specify)		$0.00
Other Source:		$0.00
Other Source:		$0.00
Other Source:		$0.00
TOTAL REVENUE:		**$6,500.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		Baseline operations
Administration: (utilities, phone, etc.)		Baseline operations
Marketing and Promotion:		Pole banners, hotel signage
Professional / Consultant Fees:		NA
Equipment:		bleachers, logo 10x15 tent, custom pin flags
Facility / Event Venue Rental:		NA
Travel: (please specify)		$0.00
All Other Expenses: (please specify)		$0.00
Other Expense:		$0.00
Other Expense:		$0.00
Other Expense:		$0.00
TOTAL EXPENSES:		**$0.00**
PROGRAM EXCESS (DEFICIT):		**$6,500.00**

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: Tumwater Valley Golf Club - City of Tumwater

Submitted By: Dave Nickerson Date: 7/1/2020

Email Address: dnickerson@ci.tumwater.wa.us Phone: 360-943-9500

This Report Covers:

Activity Name: WIAA State High School Golf Championships

Activity Type: ☒ Special Event/Festival ☐ Marketing/Tourism Promotion Agency ☐ Facility

Activity Start Date: 5/01/2020 Activity End Date: 5/31/2020

Total Activity Cost: $6,780.97

Total amount of Tumwater lodging tax funds requested: $4,200.00

Total amount of Tumwater lodging tax funds expended: $4,195.90

Total amount of lodging tax funds expended from all jurisdictions: $4,195.90

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	2,500
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	175
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	5
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	325
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	50
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	160
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

Event canceled due to COVID-19

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

Event canceled due to COVID-19

Did you complete all of the items on your Scope of Work consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

Yes, this was a match program to print street banners used to welcome participants and tourists to town while Tumwater Valley Golf Club hosts the WIAA State High School Golf Championships 4-year tournament.

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

No. 2020 was the 2nd year of a 4-year tournament that had to be canceled due to COVID-19. We hope the public health pandemic is over and allows for Tumwater to host 2021 with the same exceptional quality as in 2019.

RCVD 8/30/2022 2:27PM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Team Tomorrow, LLC — Organization/Agency Name

83-3238594 — Federal Tax ID Number

Christen Greene — Contact Name

Founder, Head of Talent — Title

3701 Pacific Ave SE — Mailing Address

Olympia | WA | 98501 — City | State | Zip

(413) 695-6986 — Phone

Southsoundblockparty.com — Website

cg@team-tomorrow.com — Email Address

☐ Tourism Promotion/Marketing Activities ☒ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $10,000 Total Project / Event Budget: $243,450

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

A 2-day music festival at Northpoint of Port of Olympia. With local, grassroots origins, the event will celebrate the region's rich musical legacy, highlight local commerce and live music at an affordable price point. This is a second-year event with a 5+ year vision whose model is intended to replicate beginning in year 3, bringing additional events to the South Sound region each summer.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 5 number of years

Name of Event/Festival	Location	Date of Event/Festival
South Sound Block Party	Northpoint, Port of Olympia	Aug 25 & 26, 2023

CERTIFICATION

I hereby state on behalf of Tomorrow that the:
Organization/Agency Name

Applicant is: ☐ Nonprofit ☒ For Profit ☐ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Name and Title	Signature	Date
Christen Greene, Founder, Head of Talent		8/29/22

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   To bring people from throughout the region and beyond together for an affordable, fun weekend of live music and great food. The South Sound Block Party will be a celebration of the South Sound's rich musical history and legacy, while also featuring a diversity of national acts. In the process, we aim to increase local commerce, provide employment and job training opportunities, and reinvigorate the region's entertainment industry.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

   These funds would be used to help cover the cost of the following goods and services necessary to holding a successful event of this size and scope, including the budget needed to book great local, regional, and national talent:
   Staffing: Security, hospitality, production, box office, merchandise
   Production: PA sound system, lighting, sound engineer, stage manager
   Festival Infrastructure: Stage, lighting, safety barriers, waste management, toilets
   Marketing: Targeted social media ads, print flylers, radio spots, billboards

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

   We have increased the 2023 festival budget by approximately 40%. This increase is based on 2022 profit/loss and overall lessons learned. The increased budget will account for inflation and enable us to provide staff and artists with compensation that reflects a more livable wage.

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   Paid staffing for the festival managed the following activities: Accounting, social media marketing, sponsorships, site design, production, site management and security, box office, guest experience, parking, and more. In 2022 we worked with 25 volunteers who contributed a total of 500 hours. Based on the positive feedback from these volunteers and overall popularity of this year's event, we expect this number to double for 2023.

   Ryan Crowther (Everett Music Initiative) and Matthew 'Slim' Moon (Kill Rock Stars) will be in-kind consultants on programming and operations. Leaders in the local DIY music scene and event planners will help facilitate the local and regional bookings and stagehand/production hiring. I personally have 20 years of advanced knowledge and demonstrated success at many levels in live music and events, from intimate community gatherings to international touring with multi-platinum artists. Locally, I have connections with business owners, grassroots organizers, and other prominent leaders throughout the community.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   Olympia: $45,000; Thurston County $1,400

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   We are applying for LTAC funds from Olympia, Lacey, and Thurston County in addition to Tumwater. Funds received from each jurisdiction will each be associated with separate line items from the budget. We intend to use any funds received from Tumwater to help cover the cost of flights and accommodations for artists.

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   4%

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   We aim to bring in patrons from Seattle, WA to Portland, OR, and everywhere in between or beyond. These guests will spend money at hotels, restaurants, gas stations, markets, bars, shops, and spend the weekend taking in all that Thurston County has to offer for recreation, leisure, and other tourism attractios. As the event starts in late afternoon each day, guests will have plenty of time to dine out, rent a boat, hike a trail, visit a cultural landmark, and more before the event. With the event ending promptly at 10pm, local bars, hotels and restaurants will receive the egress.

8. How broad-based will the tourism promotion benefit be geographically and economically?

   See above. Due to its central location guests will explore all of Thurston County.

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

   LTAC funding helps keep ticket prices low, making the event accessible to a larger and more diverse audience. These funds also help by increasing the budget for both staffing, talent, and vendors, ensuring a superior-quality event showcasing well-vetted local, regional, and national musical acts that are sure to draw a large number of repeat event attendees, in particular those traveling from outside the South Sound area.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

    a) Staying overnight in paid accommodations away from their place of residence or business — 500

    b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 150

    c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 350

    d) Attending but not included in one of the three categories above (a. b. and c.) — 1500

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

e) Total number of hotel rooms / room nights generated in Tumwater — 99 # Rooms / 2 #Nights

f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 250

g) Overall attendance — 2500

h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

Every patron will buy tickets through our ticketing partner, Etix, whether purchased ahead of time or at the door day-of. The Etix platform tracks data we can use to determine where our guests are traveling from. At any point we are able to download ticketing data to track zip codes - which shows us which individual towns guests are traveling from and allows us to see trends in regions where we are drawing the most and the least. We are using this data as a marketing tool, we can target areas where we'd like to see more out of town guests buying tickets.

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

I plan to meet with hoteliers to obtain and track hotel codes and room blocks for South Sound Block Party guests. We are able to see address, city, state, and zip information for all ticket purchases informing us the number of patrons traveling from outside the region. We will also create and maintain a South Sound Block Party email list (via Mailchimp) with ticket holders' info (IP address and zip code) for tracking and marketing purposes.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

A wide range of marketing and engagement tactics will be used to encourage visitors from out of town to take advantage of all that the local area, including Tumwater, has to offer. These include a website, email list, and various social media outlets recommending specfic Tumwater hotel accommodations, restaurants, shops, and attractions like Tumwater Falls, the Olympic Flight Museum, golf courses, and more. Our partnership with Experience Olympia & Beyond will also help further this reach to out-of-towners.

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

See #12

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific. *For example: how do you intend to alternatively fund your program / which services will not happen?*

Partial funding will force us to have to downsize the event in general. This means less budget for popular, crowd-drawing artists and fewer guest services at the event. This will ultimately lead to a lower overall attendence.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

Toyota of Olympia
Port of Olympia
Experience Olympia & Beyond
South Puget Sound Community College
Etix
Washington's Lottery
KGY 95.3 (radio station)
KAYO 96.9 (radio station)
Weyerhaeuser
Girls Build (Oregon)
Olympic Eagle Distributing
Harbor Foods
Heritage Distilling
Rachel's Ginger Beer
Topo Chico
The Brotherhood
Headless Mumby
Capitol West Limo

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

The South Sound Block Party is the first music festival of this scale in the South Sound region in over 20 years. Since dreaming up this event in the Summer of 2021, I have heard again and again from countless members of the local community as well as music industry folks from around the country how badly the music scene in this area is in need of a jump start. As a 20+ year music industry veteran who has called the Pacific Northwest home for almost just as long, I am excited to leverage my knowledge and connections to put on a superior quality event with a diverse range of musical acts and plenty food, beverages, guest services, and additional activities to guarantee folks from near and far an enjoyable, memorable time.

Lodging Tax Budget Form

Lodging Tax Applicant: SOUTH SOUND BLOCK PARTY - TOMORROW

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		$60,000.00
Admission:		$133,750.00
Reserves:		
Donations/Contributions:		
Grants:		
Program Service Fees:		
In-kind Donations:		
Gift Shop:		
Vendor Fees:		
Fundraising Activities:		
City of Lacey Lodging Tax:		$15,000.00
City of Olympia Lodging Tax:		$45,000.00
City of Tumwater Lodging Tax:		$10,000.00
Thurston County Lodging Tax:		$15,000.00
Other Sources of Revenue: (please specify)	Festival Merchandise	$1,500.00
Other Source:		
Other Source:		
Other Source:		
TOTAL REVENUE:		**$280,250.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		$110,750.00
Administration: (utilities, phone, etc.)		$3,500.00
Marketing and Promotion:		$33,500.00
Professional / Consultant Fees:		
Equipment:		$54,000.00
Facility / Event Venue Rental:		$18,000.00
Travel: (please specify)	Flights and accommodations	$19,000.00
All Other Expenses: (please specify)	Festival and staff shirts	$4,700.00
Other Expense:		
Other Expense:		
Other Expense:		
TOTAL EXPENSES:		**$243,450.00**
PROGRAM EXCESS (DEFICIT):		**$36,800.00**



TOMORROW

CHRISTEN GREENE O/B/O SOUTH SOUND BLOCK PARTY

3701 Pacific Ave SE
#403
Olympia, Wa 98501

8 February 2022

SCOPE OF SERVICES 2022 - EXHIBIT A

Team Tomorrow is producing the South South Block Party which will create an annual community event to highlight local commerce and live music at an affordable price point. We will produce a 2-day music festival to celebrate and contribute to the region's rich musical legacy while activating an easily overlooked (yet accessible) scenic overlook just a stone's throw from Downtown. With support from the Lodging Tax Funds we will increase local commerce, tourism and provide employment opportunities to reinvigorate our local economy and tourism to the region.

The $2,400 allotted to us from these funds will be used to help cover a portion of critical festival infrastructure: barriers, toilets and potable water.

Sincerely,

Aug 26 & 27th 2022 at the Northpoint, lower lot, Port of Olympia.

CHRISTEN GREENE
Owner, Head of Talent
CC: Jessica McCormick, Bookkeeper

3701 Pacific Ave SE #403
Olympia, Wa 98501
cg@team-tomorrow.com
jess@freepathbookkeeping.com

TOMORROW

Profit and Loss

January - December 2021

	TOTAL
Income	
Commissions	15,375.16
Consulting Income	250.00
Total Income	**$15,625.16**
Cost of Goods Sold	
Shipping	263.47
Total Cost of Goods Sold	**$263.47**
GROSS PROFIT	**$15,361.69**
Expenses	
Advertising & Marketing	230.15
Bank Charges & Fees	34.18
Dues & subscriptions	1,198.26
Meals & Entertainment	2,042.08
QuickBooks Payments Fees	9.18
Rent & Lease	1,836.00
Shows & Events	1,003.20
SSBP Expenses	
Marketing	480.00
Digital Marketing	296.03
Total Marketing	**776.03**
Total SSBP Expenses	**776.03**
Subcontracting	4,132.04
Taxes & Licenses	103.00
Travel	946.27
Total Expenses	**$12,310.39**
NET OPERATING INCOME	**$3,051.30**
Other Income	
Interest Income	0.95
Other Income	1,072.14
Total Other Income	**$1,073.09**
NET OTHER INCOME	**$1,073.09**
NET INCOME	**$4,124.39**

BUSINESS LICENSE

STATE OF
WASHINGTON
Limited Liability Company

Issue Date: Aug 06, 2021
Unified Business ID #: 604303882
Business ID #: 001
Location: 0001

TEAM-TOMORROW, LLC
FAUX PAS PRODUCTIONS
[redacted] (See application for current business address)

TAX REGISTRATION - ACTIVE

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Vicki Smith
Director, Department of Revenue

UBI: 604303882 001 0001

TEAM-TOMORROW, LLC
FAUX PAS PRODUCTIONS
[redacted]

STATE OF WASHINGTON

FOLD HERE

TAX REGISTRATION - ACTIVE

FOLD HERE

Office of the Secretary of State
Corporations & Charities Division

Filed
Secretary of State
State of Washington
Date Filed: 07/15/2021
Effective Date: 07/15/2021
UBI #: 604 303 882

Annual Report

BUSINESS INFORMATION

Business Name:
TEAM-TOMORROW, LLC

UBI Number:
604 303 882

Business Type:
WA LIMITED LIABILITY COMPANY

Business Status:
ACTIVE

Principal Office Street Address:
[redacted]

(See Application for current business address)

Principal Office Mailing Address:
[redacted]

Expiration Date:
08/31/2022

Jurisdiction:
UNITED STATES, WASHINGTON

Formation/Registration Date:
08/20/2018

Period of Duration:
PERPETUAL

Inactive Date:

Nature of Business:
ENTERTAINMENT, ARTS & RECREATION

REGISTERED AGENT CONSENT

To change your Registered Agent, please delete the current Registered Agent below.

Registered Agent Consent (Check One):

☑ I am the Registered Agent. Use my Contact Information.

☐ I am not the Registered Agent. I declare under penalty of perjury that the WA Limited Liability Company has in its records a signed document containing the consent of the person or business named as registered agent to serve in that capacity. I understand the WA Limited Liability Company must keep the signed consent document in its records, and must produce the document on request.

Office of the Secretary of State
Corporations & Charities Division

Filed
Secretary of State
State of Washington
Date Filed: 08/20/2018
Effective Date: 08/20/2018
UBI #: 604 303 882

CERTIFICATE OF FORMATION

UBI NUMBER

UBI Number:
604 303 882

BUSINESS NAME

Business Name
FAUX PAS PRODUCTIONS, LLC

REGISTERED AGENT

Registered Agent Name	Street Address	Mailing Address
CHRISTEN GREENE	[redacted]	

(See application for current business address.)

REGISTERED AGENT CONSENT

Customer provided Registered Agent consent? - **Yes**

DURATION

Duration:
PERPETUAL

EFFECTIVE DATE

Effective Date:
08/20/2018

OTHER PROVISIONS

Other Provisions:

PRINCIPAL OFFICE

Phone:
413-695-6986

Email:
FAUXPASPRODUCTIONS@GMAIL.COM

Street Address:
[redacted]**ATES**

(See application for current business address)

Mailing Address:
[redacted]**S**

EXECUTOR

Title	Executor Type	Entity Name	First Name	Last Name	Address
EXECUTOR	INDIVIDUAL		CHRISTEN	GREENE	[redacted]

RETURN ADDRESS FOR THIS FILING

Attention:
CHRISTEN GREENE

Email:
FAUXPASPRODUCTIONS@GMAIL.COM

Address:
[redacted]

UPLOAD ADDITIONAL DOCUMENTS

Name	Document Type
No Value Found.	

UPLOADED DOCUMENTS

Document Type	Source	Created By	Created Date
No Value Found.			

EMAIL OPT-IN

☑ I hereby opt into receiving all notifications from the Secretary of State for this entity via email only. I acknowledge that I will no longer receive paper notifications.

AUTHORIZED PERSON - STAFF CONSOLE

☑ Document is signed.

Person Type:
INDIVIDUAL

First Name:
CHRISTEN

Last Name:
GREENE

Title:
OWNER

RCVD 08/30/2022 3:56PM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Tumwater Artesian Brewfest - City of Tumwater — Organization/Agency Name
91-6001520 — Federal Tax ID Number

Chuck Denney — Contact Name
Parks & Recreation Director — Title

555 Israel Rd SW — Mailing Address
Tumwater — City
WA — State
98501 — Zip

360-754-4160 — Phone
www.tumwaterartesianbrewfest.com — Website
cdenney@ci.tumwater.wa.us — Email Address

☐ Tourism Promotion/Marketing Activities ☒ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $18,000
Total Project / Event Budget: $140,000

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

The City will host the 10th annual Tumwater Artesian Brewfest to celebrate the legacy of brewing and to support projects to "Bring Brewing Back" to Tumwater. The funds will be used to target a regional (northwest region) audience for the event.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 9 number of years

Name of Event/Festival	Location	Date of Event/Festival
Tumwater Artesian Brewfest	Tumwater Valley Golf Course	August, 19, 2023

CERTIFICATION

I hereby state on behalf of the City of Tumwater that the:
Organization/Agency Name

Applicant is: ☐ Nonprofit ☐ For Profit ☒ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Name and Title	Signature	Date
Chuck Denney, Parks and Recreation Director	Chuck Denney	8/30/2022

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   The Tumwater Artesian Brewfest was created to celebrate the legacy of brewing in the community and the importance of bringing this industry back with redevelopment of the former Olympia Brewery site and new brewing and distilling locations. Tumwater is requesting funding to support promotions and marketing of the 10th annual Tumwater Artesian Brewfest. The Tumwater Downtown Association will once again be the City's partner in hosting this event.

   In addition to tasting and learning about beer, cider and spirits and how they are made, the event highlights Tumwater's history and brewing legacy. Attendees enjoy exhibits by the Olympia/Tumwater Foundation, the Old Brewhouse Foundation, SPSCC Craft Brewing and Distilling Program and the City of Tumwater. Focused on Tumwater's past, present and future plans surrounding craft brewing and distilling, these exhibits both entertain and educate the crowds with a variety of information.

   Held at the 10-acre Tumwater Valley Golf Course driving range, the brewfest venue is unique and well suited for this event. With ample space for large crowds, the 2022 event hosted 37 breweries and cideries and two local distillers. Additionally, there were twelve food truck vendors, live music and a variety of outdoor games and activities for people to participate in. This is a growing event and while it was cancelled in 2020 due to covid and scaled down in 2021 due to covid, 2022 saw the a 23% increase in attendance. It is anticipated to increase in size again in 2023.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

      Lodging Tax funds will be used for marketing to target audiences that could more likely generate hotel stays. The target audience is over 21, with beer/brewing and craft beverage interests, residing beyond the South Sound region – Seattle and Portland metro regions. The 2023 Lodging Tax funds will provide for marketing, such as targeted social media ads (Facebook and Instagram), brewing publication advertisements (paper and online), newspaper advertisements (The Olympian, The Stranger in Seattle and Mercury in Portland), Weekly Volcano/Ranger (JBLM), as well as regional radio, television, and online ads.
      Marketing also includes posters and coasters advertising the event which are delivered to local brewers and restuarants as well as to each brewery participating in the event all around Washington and Oregon.

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

      Due in part to the popularity of the event and the size of the crowds attending, business sponsorship is anticipated to increase again for the 2023 event. The size of the festival will grow by approximately 10% with additional brewers and cider makers as well as additional food choices, activities and community partners. Live music has been added in 2022 and will be expanded in 2023.

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   Resources for the event include over $28,000 of in-kind staff time from the City and the event partner, the Tumwater Downtown Association. Additional contributions of time will come from partners, sponsors and

community members including the Olympia Tumwater Foundation, the Old Brewhouse Foundation, Tumwater Rotary, SPSCC, O Bee Credit Union. Lacey/Capital/Chehalis Collision Centers and over 100 community members who volunteer to work at the event.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   No

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   No

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   12.7%

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   The day prior to and the day of the event, we expect increased activity at local hotels from brewers and event patrons. Many of the breweries who attend the event with their staff are traveling from well over 50 miles away. Following the event, local restaurants and pubs experience increased activity and some have even planned their own special event to take advantage of the crowd exiting our brewing festival. The event allows visitors to sample food, wine, craft beer, cider and distilled spirits that are available locally, ultimately providing exposure and attraction to the future Craft Brewing and Distilling Center.

   2022 brewers and attendees could not find available hotel rooms in Tumwater during the event and had to book rooms in Lacey.

8. How broad-based will the tourism promotion benefit be geographically and economically?

   Brewing festivals are very popular and special efforts are made to reach target markets and specific audiences. Marketing and promotion reaches throughout the state of Washington and into much of Oregon. In addition to the City's marketing of the event, each craft brewer is provided with promotional material to use and display at their place of business. From Bellingham, WA to Bend, OR and Spokane to Westport, our event is using print, broadcast and social media to invite everyone to Tumwater.

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

   The LTAC funds assist in developing a regional approach to event promotion and allows for a broader audience to bring more people to the community. LTAC funds will be used to extend and improve the marketing reach for this event

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

a) Staying overnight in paid accommodations away from their place of residence or business — 100

b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 150

c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 500

d) Attending but not included in one of the three categories above (a. b. and c.) — 4000

e) Total number of hotel rooms / room nights generated in Tumwater — 50 / 1
 # Rooms **#Nights**

f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 300

g) Overall attendance — 5,000

h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

This is a ticketed event so overall attendance tracking is done through sales. Visitor categories are determined through online registrations and from data gathered from attendees as they sign up for prizes and awards.

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

We will survey people at the venue to determine their residence and overnight lodging choices where possible. We also review Facebook analytics to get a profile of people who are following our page. Ticket sales transactions also provide data on visitors.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

We will work with local hotels to create sponsor packages and partnerships that can be promoted through our marketing efforts. Partner hotels will be listed on the event web site, social media sites and printed material. Additionally, information on these hotels will be delivered to participating breweries, their staff and advertised at breweries throughout the region.

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

This event is a draw for people from Bellingham, WA to Bend, OR and across the northwest. The City will work with community partners to collaborate on 'weekend experiences' and opportunities.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
For example: how do you intend to alternatively fund your program / which services will not happen?

    Partial funding will result in less marketing and a smaller geographical reach in our marketing efforts.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

    This event requires planning in stages that occur year-round. The City has many partners in conducting this event including Red Barn Communications, the Tumwater Downtown Association, Experience Olympia and Beyond (VCB), Olympia/Tumwater Foundation, the Old Brewhouse Foundation, WSU Food Science and Extension programs and the South Puget Sound Community College. Sponsors support event operations and marketing as well. Those include O Bee Credit Union, Olympia Beer, Rob Rice Homes, L&L Hawaiian BBQ, Capital/Lacey/Chehalis Collision Centers, PROForma Northwest, Tumwater Chamber of Commerce, ROXY/KGY/KAYO/KNKX and MIXX radio stations, Tumwater Firefighters Union, Costco, and multiple food vendors. We also consider the 37 individual breweries, cideries, distilleries and one winery as partners in our event.

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

    Tumwater is a great community and after seven years of steady growth, the Artesian Brewfest has become a great community event. Increasing traffic to Tumwater improves familiarity of local business, restaurants and lodging establishments. This event supports a growing number of craft brewing businesses in the community and the region. Keeping Tumwater on the map and celebrating the legacy of brewing helps to maintain support for redevelopment of the former brewery facilities - a Tumwater City Council priority. This event celebrates the identity and history of Tumwater with cultural, tourism and economic development benefits. It creates a Tumwater brand for the future of the Craft Brewing & Distilling Center Hub.

Lodging Tax Budget Form

Lodging Tax Applicant: Tumwater Artesian Brewfest 2023 - City of Tumwater

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		$22,750.00
Admission:		$110,000.00
Reserves:		$10,000.00
Donations/Contributions:		$1,700.00
Grants:		
Program Service Fees:		
In-kind Donations:		
Gift Shop:		
Vendor Fees:		
Fundraising Activities:		
City of Lacey Lodging Tax:		
City of Olympia Lodging Tax:		
City of Tumwater Lodging Tax:		$18,000.00
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)		
Other Source:		
Other Source:		
Other Source:		
TOTAL REVENUE:		**$162,450.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		$30,000.00
Administration: (utilities, phone, etc.)		
Marketing and Promotion:		$18,000.00
Professional / Consultant Fees:		$17,325.00
Equipment:		$35,000.00
Facility / Event Venue Rental:		$1,800.00
Travel: (please specify)		
All Other Expenses: (please specify)	Beer/Cider/Spirits	$29,000.00
Other Expense:	Entertainment/stage/sound	$30,000.00
Other Expense:	Signage	$1,200.00
Other Expense:		
TOTAL EXPENSES:		**$162,325.00**
PROGRAM EXCESS (DEFICIT):		**$125.00**

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: City of Tumwater

Submitted By: Chuck Denney Date: 2/17/2022

Email Address: cdenney@ci.tumwater.wa.us Phone: 360-754-4160

This Report Covers:

Activity Name: City of Tumwater Artesian Brewfest

Activity Type: ☒ Special Event/Festival ☐ Marketing/Tourism Promotion Agency ☐ Facility

Activity Start Date: 8/21/2021 Activity End Date: 8/21/2021

Total Activity Cost: $96,061.00

Total amount of Tumwater lodging tax funds requested: $9,375.00

Total amount of Tumwater lodging tax funds expended: $9,375.00

Total amount of lodging tax funds expended from all jurisdictions: $9,375.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	3,000
		ACTUAL (ESTIMATED):	3,205
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD: Counting of Participants and visitors		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	350
		ACTUAL (ESTIMATED):	350
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD: Counting of Participants and visitors		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	50
		ACTUAL (ESTIMATED):	50
	METHODOLOGY (definitions provided above): Indirect Count		
	EXPLAIN TRACKING METHOD: Counting of Participants and visitors		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	50
		ACTUAL (ESTIMATED):	50
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Counting of Participants and visitors		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	5,250
		ACTUAL (ESTIMATED):	3,175
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Counting of Participants and visitors		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	50
		ACTUAL (ESTIMATED):	50
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Counting of Participants and visitors		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

This event draws attendees and brewery oweners/staff from across the state of Washington and Oregon to the City of Tumwater.

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

No - Due to the covid pandemic and the restrictions on public gathering, this event was scaled back and re-configured with smaller attendance to meet safety guidelines outlined and approved by our local health department.

Did you complete all of the items on your Scope of Services consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

Yes - The event was one of the first public gatherings in our region and was a great success. The safety and health of attendees, vendors and staff were a priority and this event met all expectations.

What expenses did you pay using Tumwater Lodging Tax funds?

Expenses included materials and supplies for marketing and social media.

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

With the lifiting of covid related restrictions on outdoor public events, the 2022 Tumwater Artesian Brewfest will be back to it's normal size and scope.

RCVD 08/30/2022 3PM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Gateway Rotary Club of Thurston County
Organization/Agency Name

30-0695208
Federal Tax ID Number

Amanda Vey
Contact Name

Club President
Title

1401 Marvin Rd NE, Ste 307, PMB 404
Mailing Address

Lacey | WA | 98516
City | State | Zip

360-561-7865
Phone

gatewayrotary.net
Website

rotaryamandavey@gmail.com
Email Address

☐ Tourism Promotion/Marketing Activities ☒ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $5000

Total Project / Event Budget: $119500

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

A one-day 21-and-over fundraising festival featuring live bands, local adult-beverages, and food.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 9 number of years

Brats, Brews & Bands	The Hub	Saturday, September 9, 2023
Name of Event/Festival	Location	Date of Event/Festival

CERTIFICATION

I hereby state on behalf of Gateway Rotary Club of Thurston County that the:
Organization/Agency Name

Applicant is: ☒ Nonprofit ☐ For Profit ☐ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Amanda Vey, Club President	Amanda Vey	8/30/2022
Name and Title	Signature	Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   The Brats, Brews and Bands (BBB) Festival is a large, fun, 21-and-over event. This unique event brings together 10-12 bands offering a variety of music genres; local beer, wine, and cider; a variety of food options; and a place for diverse people to gather and enjoy the community. It is the primary annual fundraiser for Gateway Rotary Club. In past years, a portion of the proceeds flowed back into the community through awards of grants to local nonprofits such as All Kids Win, Boys and Girls Club of Thurston County, and Lacey MakerSpace, and in furtherance of local literacy projects in Thurston County.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

   The Lodging Tax Budget Form is attached. Gateway Rotary respectfully requests $5,000 of the Tumwater Lodging Tax Fund, which is approximately 45% of the marketing and promotional budget. LTAC funds will be used to promote marketing activities directed to out-of-county attendees via radio, digital, and social media.

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

   Due to pandemic concerns, the BBB in 2021 experiened a decline in attendance. In 2022, the Club's members and leadership elected to pause the festival, however the Club's mindset has since changed and the current members and leadership are extremely enthusiastic to once again hold the BBB in 2023. We are going to return to a smaller, more intimate footprint and return the focus on upping the quality of the musical performances and overall guest experiences.

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   This event is exclusively volunteer run. Members and friends of Gateway Rotary plan and execute this event with various committees focused on specific aspects to ensure success. We have over 100 volunteers over the three-day time frame of setting up, holding the event, and beaking down afterwards. Club member volunteers meet monthly - then weekly - leading up to the event. Community members, friends, and family assist during all portions of the final stages of holding the festival.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   In 2021, Gateway Rotary received $5,000 from the City of Olympia LTAC funding.

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   Gateway will apply to all local entities for LTAC funds - City of Lacey, City of Olympia, and Thurston County. LTAC funds from the City of Tumwater will be used to promote overnight stays and outdoor activities visitors will enjoy in Tumwater. The Club primarily markets this area and its activities through the

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

BBB website, Facebook page, and our Club website were the "Visitor" section wil list specific Tumwater attractions - hotels, restaurants, Brewery Park, Historic Park, and the Craft District.

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   This request will fund approximately 4% of the total event budget.

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   The BBB had grown exponentially over the past nine years. As more attendees purchase their tickets online, travel in from outside the county, and attend the festival, there are more individuals in the area staying overnight in hotels and dining at local restaurants.

8. How broad-based will the tourism promotion benefit be geographically and economically?

   The LTAC budget specifically calls for out-of-county radio, digital, and social media advertising in the counties surrounding Thurston.

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

   The BBB website will highlight Tumwater activities for both an extended visit around the event as well as for return visits. Receiving Tumwater LTAC funds will enable additional radio, digital, direct, and social media promotional activities.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

    a) Staying overnight in paid accommodations away from their place of residence or business — 100

    b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 100

    c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 250

    d) Attending but not included in one of the three categories above (a. b. and c.) — 1950

    e) Total number of hotel rooms / room nights generated in Tumwater — 2 / 1
    # Rooms **#Nights**

    f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 2

    g) Overall attendance — 2400

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

Information will be gathered during online ticket sales via the BBB website. We will also work with Experience Olympia & Beyond to establish a tracking system with partner hotels (TBD) to determine how many attendees stay overnight and where.

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

We will provide numbers from our online ticketing platform and tracking data from partner hotels located in the City of Tumwater.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

Tumwater lodging options will be listed on the BBB website. Gateway Rotary will also be providing local hotel information at the event's designated driver booth and at entrances/exits. The Club will also be paying to promote Tumwater lodging opportunities via paid social media campaigns.

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

Leading up to the festival, the Club will use the BBB website and Facebook accounts to promote lodging, restaurants, activities, and sponsor businesses in the area. Part of the LTAC fund request is to provide funds for social media advertising which will be used to promote the BBB, as well as places to stay, aspects of the performing bands, previews of local restaurants & food trucks, and the local beverages being offered.

The bulk of tickets are purchased pre-sale online through the BBB website which includes referrals to featured local partner hotels, restaurants, and bars, as well as local food trucks within the city. The party atmosphere of the event encourages people to enjoy what the local community has to offer both before and after the event.

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
For example: how do you intend to alternatively fund your program / which services will not happen?

Unfortunately, the BBB budget does not have much flexibility as it pertains to fixed costs (rentals, venue, food, beverages, bands, etc) which are based on research and actual proposals. The amount of marketing and promotion, however, varies greatly and is dependant on receiving LTAC funding. Lodging tax dollars received help us increase our advertising reach and will allow us to purchase additional radio ads, to increase the amount of printed promotional materials, and increase our social media presence.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

We partner with a number of varied local corporate sponsors to host this event, including in the past: Tiburon Systems, Countrywide Mortgage, the Cider Barrel, Chicago Title of Washington, Ricardo's Kitchen and Bar, and South Sound Softwash.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

The City of Tumwater is known for its craft brewing and distilling district. The Brats, Brews & Bands Festival will help further that culture by attracting individuals drawn to those areas of inerest. This in turn will help foster the City's strategic focus on this aspect of tourism.

Lodging Tax Budget Form

Lodging Tax Applicant: Gateway Rotary Club of Thurston Countu

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		$30,000.00
Admission:		$65,000.00
Reserves:		
Donations/Contributions:		
Grants:		
Program Service Fees:		
In-kind Donations:		
Gift Shop:		
Vendor Fees:		$1,500.00
Fundraising Activities:		$1,000.00
City of Lacey Lodging Tax:		$5,000.00
City of Olympia Lodging Tax:		
City of Tumwater Lodging Tax:		$5,000.00
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)	Food sold	$9,000.00
Other Source:	Beer/wine/cider sales	$1,000.00
Other Source:	Shirt sales/apparel	$2,000.00
Other Source:		
TOTAL REVENUE:		**$119,500.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		
Administration: (utilities, phone, etc.)		$2,200.00
Marketing and Promotion:		$11,000.00
Professional / Consultant Fees:		
Equipment:		$21,000.00
Facility / Event Venue Rental:		$5,600.00
Travel: (please specify)		
All Other Expenses: (please specify)	Entertainment	$12,000.00
Other Expense:	Beer & wine/Food & supplies	$15,200.00
Other Expense:	Volunteer & general event supplies	$4,000.00
Other Expense:	Shirts/apparel	$1,000.00
TOTAL EXPENSES:		**$72,000.00**
PROGRAM EXCESS (DEFICIT):		**$47,500.00**

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: Gateway Rotary Club of Thurston County

Submitted By: Megan A. Schoor Date: 4/13/2022

Email Address: gatewayrotary1@gmail.com Phone: 360-789-8175

This Report Covers:

Activity Name: Brats, Brews and Bands Festival

Activity Type: ☒ Special Event/Festival ☐ Marketing/Tourism Promotion Agency ☐ Facility

Activity Start Date: 9/10/2022 Activity End Date: 9/10/2022

Total Activity Cost: $0.00

Total amount of Tumwater lodging tax funds requested: $5,000.00

Total amount of Tumwater lodging tax funds expended: $0.00

Total amount of lodging tax funds expended from all jurisdictions: $0.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	3,000
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	300
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	50
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	50
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	50
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

Due to challenges with member engagement and event support, Gateway Rotary decided to not host the Brats Brews and Bands Festival in September.

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

N/A - event canceled

Did you complete all of the items on your Scope of Services consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

No - event canceled

What expenses did you pay using Tumwater Lodging Tax funds?

N/A - event canceled

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

We appreciate the opportunity to apply for LTAC funding to support the event. We plan to reapply next year, pending the reassessment of our fundraising goals and event decisions.

Rotary International

EIN: 30-0695208 | Olympia, WA, United States

Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than $50,000 fall into this category.

> **Tax Year 2020 Form 990-N (e-Postcard)**

Tax Period:
2020 (07/01/2020 - 06/30/2021)

EIN:
30-0695208

Legal Name (Doing Business as):
Rotary International

Mailing Address:
1401 MARVIN RD NE STE 307
LACEY, WA 98516
United States

Principal Officer's Name and Address:
MICHAEL JONES

3821 WOODLAWN DR SE
LACEY, WA 98516
United States

Gross receipts not greater than:
$50,000

Organization has terminated:
No

Website URL:
https://www.gatewayrotary.net/

- Tax Year 2019 Form 990-N (e-Postcard)
- Tax Year 2018 Form 990-N (e-Postcard)
- Tax Year 2017 Form 990-N (e-Postcard)
- Tax Year 2016 Form 990-N (e-Postcard)
- Tax Year 2015 Form 990-N (e-Postcard)
- Tax Year 2014 Form 990-N (e-Postcard)
- Tax Year 2013 Form 990-N (e-Postcard)
- Tax Year 2012 Form 990-N (e-Postcard)
- Tax Year 2011 Form 990-N (e-Postcard)

Page Last Reviewed or Updated: 20-November-2020

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			2019 Actual	2021 Budget	2021 Actuals	Variance	Notes
Income							
	Sponsorship		$29,615.00	$33,000.00	$30,350.00	-$2,650.00	Harbor Foods $1,000
	Food Vendor Fees			$1,500.00	$1,500.00	$0.00	
	Tickets					$0.00	
		Website Pre-Sale	$5,430.00	$17,500.00	$17,807.14	$307.14	
		Member Pre-Sale	$14,970.00	$23,250.00	$10,886.80	-$12,363.20	
		Sold at Gate	$46,143.00	$50,000.00	$8,394.36	-$41,605.64	
	Corn Hole Tournament			$1,000.00		-$1,000.00	included in numbers above
	Beer & Wine Sales		$210.00	$1,000.00		-$1,000.00	included in numbers above
	Extra Purchases		$460.00			$0.00	included in numbers above
	Donations		$20.00		$400.00	$400.00	City of Lacey
	Grants		$16,600.00	$5,000.00	$7,500.00	$2,500.00	
	Shirt Sales		$493.00		$401.40	$401.40	
			$113,941.00	**$132,250.00**	**$77,239.70**	**$55,010.30**	
BBB Expenses							
	Beer and Wine		$9,092.49	$12,000.00	$9,276.39	-$2,723.61	
	Clean Up		$300.00	$500.00	$0.00	-$500.00	
	Entertainment		$9,625.00	$11,000.00	$8,200.00	-$2,800.00	
	Equipment Rentals		$15,291.59	$15,000.00	$22,762.68	$7,762.68	
		stages and shells					
		generators x 2					
		porta potties					
		tables/chairs					
		tents					
		light poles x3					
	Facilities Expenses		$980.00	$5,000.00	$ 5,251.07	$251.07	
	Venue Rental			$1,000.00	$1,400.00	$400.00	
	Food		$3,873.12	$0.00		$0.00	
	Food Supplies		$307.03	$200.00	$0.00	-$200.00	
	Volunteer Hospitality			$500.00	$0.00	-$500.00	Len donated $110.02
	General Event Supplies		$6,602.89	$2,000.00	$1,825.44	-$174.56	
	Insurance		$300.00	$500.00	$300.00	-$200.00	
	Marketing and Promotions					$0.00	
		Advertising	$4,468.71	$5,000.00	$5,195.00	$195.00	
		Graphic Design	$0.00	$100.00		-$100.00	
		Printing	$606.00	$1,500.00	$624.07	-$875.93	
		Radio	$2,000.00	$3,000.00	$2,000.00	-$1,000.00	
		Signage	$1,447.34	$500.00	$1,250.66	$750.66	
		Social Media	$211.15	$1,000.00		-$1,000.00	
	Total Marketing and Promotions						
	Event Planning		$5,000.00	$7,500.00	$7,500.00	$0.00	
	Merchant Card Services		$1,266.14	$1,500.00	$250.00	-$1,250.00	Guessitmate
	Permits and Licenses		$60.00	$200.00		-$200.00	
	Products for Sale		$1,012.96	$0.00	$539.72	$539.72	
	Security		$0.00	$1,000.00	$2,145.00	$1,145.00	
	Contingency			$5,000.00		-$5,000.00	
Total BBB Expenses			**$62,444.42**	**$74,000.00**	**$68,520.03**	-$5,479.97	
	Net Income		**$51,496.58**	**$58,250.00**	**$8,719.67**	**$49,530.33**	

Rotary

2022-2023 Gateway Rotary Board of Directors

President:	Amanda Vey
President Elect:	Nathan Magee
Vice President:	[Resigned]
Secretary:	Nita Sell
Treasurer:	Michael Jones
Director at Large:	Doug Mah
Sargant-at-Arms:	Madelin White
Immediate Past President:	Amanda Vey

THE FOUR-WAY TEST OF THE THINGS WE THINK, SAY OR DO

1. Is it the TRUTH? 2. Is it FAIR to all concerned? 3.Will it build GOODWILL and BETTER FRIENDSHIPS? 4.Will it be BENEFICIAL to all concerned?

Bylaws of the Rotary Club of Gateway – Thurston County

Article 1 Definitions

1. Board of Directors: The Board of Directors of this club (collectively, the Board) shall be composed of: (A) the following elected Officers: president, immediate past president, president-elect, vice-president, secretary, treasurer; and (B) the following elected Directors: sergeant-at-arms and the elected director. Herein, the Board of Directors shall be collectively referred to as the Board.
2. Directors: An elected member of this club.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

Article 2 Board

The governing body of this club shall be the Board of Directors.

Article 3 Election of Directors and Officers

Section 1 – At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice- president, secretary, treasurer, sergeant-at-arms, and the director. The nominations may be presented by a nominating committee or by members from the floor, by either, or by both as a club may determine. If it is determined to use a nominating committee, such committee shall be determined pursuant to Article 9 below. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for the offices of president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The candidates for sergeant-at-arms and director receiving a majority of the votes shall be declared elected as directors. The candidate for president elected in such balloting shall be the president-nominee. The president-nominee shall take the title of president-elect on the first day of July next following the election, and shall serve as an officer during that year. On 1 July immediately following that year, the president-elect shall assume office as president.

Section 2 – A vacancy in the presiding Board of Directors or any presiding office shall be filled by action of the remaining Board of Directors.

Section 3 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining Board of Directors-elect.

Section 4 – A member of the Board of Directors may be removed consistent with the same process for removing a member outlined in Article 12 of the Constitution of the Rotary Club of Gateway – Thurston County. At the time of removal, the Board of Directors must specify if removal is from the member's elected office or if it is from club membership as well.

Article 4 Duties of Officers

Section 1 – President. It shall be the duty of the president to preside at meetings of the club and the Board and to perform other duties as ordinarily pertain to the office of president.

Section 2 – Immediate Past President. It shall be the duty of the immediate past president to serve as an officer on the Board of Directors and to perform such other duties as may be prescribed by the president or the Board.

Section 3 – President-elect. It shall be the duty of the president-elect to serve as an officer on the Board of Directors and to perform such other duties as may be prescribed by the president or the Board.

Section 4 – Vice-President. It shall be the duty of the vice-president to preside at meetings of the club and the Board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president.

Section 5 – Secretary. It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, Board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; and perform other duties as usually pertain to the office of secretary.

Section 6 – Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the Board, and to perform other duties as pertains to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

Section 7 – Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the Board.

Article 5 Meetings

Section 1 – Annual Meeting. An annual meeting of this club shall be held on the first regular meeting in December each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2 – The regular weekly meetings of this club shall be held on Wednesday at 7:00 a.m. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused pursuant to the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article 9, sections 1 and 2.

Section 3 – One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4 – Regular meetings of the Board shall be held on a day of each month as established by the Board at their first meeting in July. Special meetings of the Board shall be called by the president, whenever deemed necessary, or upon the request of two (2) board members, due notice having been given.

Section 5 – A majority of the Board of Directors shall constitute a quorum of the Board.

Article 6 Fees and Dues

Section 1 – The membership dues shall be determined by the Board and are payable annually on or before the first day of July, with the understanding that a portion of each annual payment shall be applied to each member's subscription to the RI official magazine.

Section 2 – The membership dues for any member who is elected in accordance with Article 13 more than one month following the beginning of the rotary year shall be assessed membership dues payable on the first day of the month following the member's election to the club. Dues shall be prorated based on the number of months remaining in the rotary year divided by twelve, with the understanding that a portion of each prorated annual payment shall be applied to each member's subscription to the RI official magazine.

Article 7 Method of Voting

The business of this club shall be transacted by a voice vote except the election of officers and directors, which shall be by ballot. The Board may determine that a specific resolution be considered by ballot rather than by a voice vote.

Article 8 Avenues of Service

The Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service, and New Generations Service. This club will be active in each of the Avenues of Service.

Article 9 Committees

Section 1 – Club committees are charged with carrying out the annual and long-range strategic goals of the club. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing and/or terminating committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. After July 1, the appointment and/or termination of a committee chair shall be exclusively determined by the President. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- Membership: This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- Public Image: This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- Administration: This committee should conduct activities associated with the effective operation of the club.
- Service Projects: This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.
- The Rotary Foundation: This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and a program participation.
- The Nominating Committee: This committee should identify new leaders and assist with the election process. The chair shall be a past-president of Gateway Rotary who is selected by the current club President. The committee shall be comprised of the selected past-president, the president-elect, an additional past-president of Gateway Rotary, and two (2) members at large appointed by the current president.
- Youth Services: This committee should develop and implement plans to support the youth in our community.

- Literacy: This committee should develop and implement plans to support literacy initiatives in our community and communities in other countries.

Section 2 – Additional ad hoc committees may be appointed as needed.

Section 3 – The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.

Section 4 – Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the Board. Except where special authority is given by the Board, such committees shall not take action until a report has been made and approved by the Board.

Section 5 – Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the Board on all committee activities.

Article 10 Duties of Committees

Section 1 – The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference appropriate RI materials and the Avenues of Service when developing plans for the year.

Section 2 – Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the Board in advance of the commencement of the year as noted above.

Article 11 Leave of Absence

Upon written application to the Board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for no longer than twelve months.

Article 12 Finances

Section 1 – Prior to the beginning of each fiscal year, the Board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the Board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2 – The treasurer shall deposit all club funds in a financial institution, named by the Board.

Section 3 – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 – A thorough review of all financial transactions by a qualified person shall be made after the end of each year, no later than September 1.

Section 5 – Officers having charge or control of club funds shall give bond as required by the Board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into an annual period extending from 1 July to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Article 13 Method of Electing Members

Section 1 – The name of a prospective member, proposed by an active member of the club, shall be submitted to the Board in writing, through the club membership chair. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2 – The Board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

Section 3 – The Board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the club membership chair, of its decision.

Section 4 – If the decision of the Board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 5 – If no written objection to the proposal, stating reasons, is received by the Board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the prorated dues, as prescribed in these bylaws, shall be considered to be elected to membership. If any such objection has been filed with the Board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the prorated dues, shall be considered to be elected to membership.

Section 6 – Following the election, the membership chair shall arrange for the new member's induction.

Section 7 – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the Board.

Article 14 Resolutions

The club shall not consider any resolution or motion to commit the club on any matter until the Board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the Board without discussion.

Article 15 Club Meeting Business

Club meetings shall include, but not be limited to, the following elements:

- Meeting called to order.
- Introduction of visitors.
- Introduction of guests.
- Correspondence, announcements, and Rotary information.
- Committee reports if any.
- Any unfinished business.
- Any new business.
- Address or other program features, to include speaker presentations and classification talks.
- Adjournment.

The order of the club meetings shall be determined by the club president.

Article 16 Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.

These bylaws were approved by the membership of the Rotary Club of Gateway – North Thurston County on August 10, 2011.

These amended bylaws were approved by the membership of the Rotary Club of Gateway – Thurston County on May 22, 2013.

These amended bylaws were approved by the membership of the Rotary Club of Gateway – Thurston County on June 03, 2015.

These amended bylaws were approved by the membership of the Rotary Club of Gateway – Thurston County on October 30, 2019.

Constitution of the Rotary Club of Gateway –Thurston County

Article 1 Definitions

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The Board of Directors of this club.
2. Bylaws: The bylaws of this club.
3. Director: A member of this club's Board of Directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Year: The twelve-month period which begins on 1 July.

Article 2 Name

The name of this organization shall be Rotary Club of Gateway –Thurston County (Member of Rotary International)

Article 3 Locality of the Club

The locality of this club is as follows: North Thurston County, Washington

Article 4 Object

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

First. The development of acquaintance as an opportunity for service;
Second. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
Third. The application of the ideal of service in each Rotarian's personal, business, and community life;
Fourth. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Article 5 Five Avenues of Service

Rotary's Five Avenues of Service are the philosophical and practical framework for the work of this Rotary club.

1. Club Service, the first Avenue of Service, involves action a member should take within this club to help it function successfully.
2. Vocational Service, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles.
3. Community Service, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
4. International Service, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.
5. New Generations Service, the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

Article 6 Meetings

Section 1 — Regular Meetings.

(a) Day and Time. This club shall hold a regular meeting once each week on the day and at the time provided in the bylaws.
(b) Change of Meeting. For good cause, the board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place.
(c) Cancellation. The board may cancel a regular meeting if it falls on a legal holiday, including a commonly recognized holiday, or in case of the death of a club member, or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.
Section 2 — Annual Meeting. An annual meeting for the election of officers shall be held not later than 31 December as provided in the bylaws.

Article 7 Membership

Section 1 — General Qualifications. This club shall be composed of adult persons of good character and good business, professional and/or community reputation.
Section 2 — Kinds. This club shall have two kinds of membership, namely: active and honorary.
Section 3 — Active Membership. A person possessing the qualifications set forth in article 5, section 2 of the RI constitution may be elected to active membership in this club.
Section 4 — Transferring or Former Rotarian.
(a) Potential Members. A member may propose to active membership a transferring member or former member of a club, if the proposed member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession within the locality of the former club or the surrounding area. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits. Potential members of this club who are current or former members of another club who have debts to the other club are ineligible for membership in this club. This club may demand that a potential member present written proof that no money is owed to the other club. The admission of a transferring or former Rotarian as an active member pursuant to this section shall be contingent upon receiving a certificate from the board of the previous club confirming the prospective member's prior membership in that club.
(b) Current or Former Members. This club shall provide a statement whether money is owed to this club when requested by another club with respect to a current or former member of this club being considered for membership in the other club.
Section 5 — Dual Membership. No person shall simultaneously hold active membership in this and another club. No person shall simultaneously be a member and an honorary member in this club. No person shall simultaneously hold active membership in this club and membership in a Rotaract club.
Section 6 — Honorary Membership.
(a) Eligibility for Honorary Membership. Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Persons may hold honorary membership in more than one club.
(b) Rights and Privileges. Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.
Section 7 — Holders of Public Office. Persons elected or appointed to public office for a specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.
Section 8 — Rotary International Employment. This club may retain in its membership any member employed by RI.

Article 8 Classifications

Section 1 — General Provisions.
(a) Principal Activity. Each member shall be classified in accordance with the member's business, profession, or type of community service. The classification shall be that which describes the principal and recognized activity of the firm, company, or institution with which the member is connected or that which describes the member's principal and recognized business or professional activity or that which describes the nature of the member's community service activity.
(b) Correction or Adjustment. If the circumstances warrant, the board may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

Section 2 — Limitations. This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club, or a Rotary Foundation alumnus as defined by the board of directors of RI, shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

Article 9 Attendance

Section 1 — General Provisions. Each member should attend this club's regular meetings. A member shall be counted as attending a regular meeting if the member is present for at least 60 percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for an absence in any of the following ways:
(a) 14 Days Before or After the Meeting. If, within fourteen (14) days before or after the regular time for that meeting, the member:
(1) attends at least 60 percent of the regular meeting of another club or of a provisional club; or
(2) attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; or
(3) attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the board of directors of RI, a Rotary multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs; or
(4) is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place; or
(5) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
(6) attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned; or
(7) participates through a club web site in an interactive activity requiring an average of 30 minutes of participation.

When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

(b) At the Time of the Meeting. If, at the time of the meeting, the member is:
(1) traveling with reasonable directness to or from one of the meetings specified in sub-subsection (a) (3) of this section; or
(2) serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or
(3) serving as the special representative of the district governor in the formation of a new club; or (4)
on Rotary business in the employ of RI; or
(5) directly and actively engaged in a district-sponsored or RI- or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or
(6) engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.
Section 2 — Extended Absence on Outposted Assignment. If a member will be working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.
Section 3 — Excused Absences. A member's absence shall be excused if (a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient. Such excused absences shall not extend for longer than twelve months. (b) the age of the member is 65 and above and the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.
Section 4 — RI Officers' Absences. A member's absence shall be excused if the member is a current officer of RI.
Section 5 — Attendance Records. In the event that a member whose absences are excused under the provisions of subsection 3(b) or section 4 of this article attends a club meeting, the member and the member's attendance shall be included in the membership and attendance figures used to compute this club's attendance.

Article 10 Directors and Officers

Section 1 — Governing Body. The governing body of this club shall be the board constituted as the bylaws may provide.

Section 2 — Authority. The board shall have general control over all officers and committees and, for good cause, may declare any office vacant.
Section 3 — Board Action Final. The decision of the board in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to article 12, section 6, may appeal to the club, request mediation, or request arbitration. If appealed, a decision of the board shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, provided a quorum is present and notice of the appeal has been given by the secretary to each member at least five (5) days prior to the meeting. If an appeal is taken, the action taken by the club shall be final.
Section 4 — Officers. The club officers shall be a president, the immediate past president, a president-elect, and one or more vice-presidents, all of whom shall be members of the board, and a secretary, a treasurer, and a sergeant-at-arms, who may or may not be members of the board as the bylaws shall provide.
Section 5 — Election of Officers.
(a) Terms of Officers other than President. Each officer shall be elected as provided in the bylaws. Except for the president, each officer shall take office on 1 July immediately following election and shall serve for the term of office or until a successor has been duly elected and qualified.
(b) Term of President. The president shall be elected as provided in the bylaws, not more than two (2) years but not less than eighteen (18) months prior to the day of taking office and shall serve as president-nominee upon election. The nominee shall take the title of president-elect on 1 July in the year prior to taking office as president. The president shall take office on 1 July and shall serve a period of one (1) year or until a successor has been duly elected and qualified.
(c) Qualifications. Each officer and director shall be a member in good standing of this club. The president-elect shall attend the district presidents-elect training seminar and the district assembly unless excused by the governor-elect. If so excused, the president-elect shall send a designated club representative who shall report back to the president-elect. If the president-elect does not attend the presidents-elect training seminar and the district assembly and has not been excused by the governor-elect or, if so excused, does not send a designated club representative to such meetings, the president-elect shall not be able to serve as club president. In such event, the current president shall continue to serve until a successor who has attended a presidents-elect training seminar and district assembly or training deemed sufficient by the governor-elect has been duly elected.

Article 11 Admission Fees and Dues

Every member shall pay an admission fee and annual dues as prescribed in the bylaws, except that any transferring or former member of another club who is accepted into membership of this club pursuant to article 7, section 4(a) shall not be required to pay a second admission fee. A Rotaractor who ceased to be a member of Rotaract within the preceding two years, who is accepted into membership of this club, shall not be required to pay an admission fee.

Article 12 Duration of Membership

Section 1 — Period. Membership shall continue during the existence of this club unless terminated as hereinafter provided.
Section 2 — Automatic Termination.
(a) Membership Qualifications. Membership shall automatically terminate when a member no longer meets the membership qualifications, except that:
(1) the board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one (1) year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership;
(2) the board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all conditions of club membership.
(b) How to Rejoin. When the membership of a member has terminated as provided in subsection (a) of this section, such person, provided such person's membership was in good standing at the time of termination, may make new application for membership, under the same or another classification. A second admission fee shall not be required.
(c) Termination of Honorary Membership. Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.
Section 3 — Termination — Non-payment of Dues.
(a) Process. Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board.
(b) Reinstatement. The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership if the former member's classification is in conflict with article 8, section 2.
Section 4 — Termination — Non-attendance.
(a) Attendance Percentages. A member must (1) attend or make up at least 50 percent of club regular meetings in each half of the year; (2) attend at least 30 percent of this club's regular meetings in each half of the year (assistant governors, as defined by the

board of directors of RI, shall be excused from this requirement). If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such nonattendance for good cause.
(b) Consecutive Absences. Unless otherwise excused by the board for good and sufficient reason or pursuant to article 9, sections 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.
Section 5 — Termination — Other Causes.
(a) Good Cause. The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the board members, at a meeting called for that purpose. The guiding principles for this meeting shall be article 7, section 1; The Four-Way Test; and the high ethical standards that one should hold as a Rotary club member.
(b) Notice. Prior to taking any action under subsection (a) of this section, the member shall be given at least ten (10) days' written notice of such pending action and an opportunity to submit a written answer to the board. The member shall have the right to appear before the board to state the member's case. Notice shall be by personal delivery or by registered letter to the member's last known address.
(c) Filling Classification. When the board has terminated the membership of a member as provided for in this section, this club shall not elect a new member under the former member's classification until the time for hearing any appeal has expired and the decision of this club or of the arbitrators has been announced. However, this provision shall not apply if, by election of a new member, the number of members under the said classification would remain within provided limitations even if the board's decision regarding termination is reversed.
Section 6 — Right to Appeal, Mediate or Arbitrate Termination.
(a) Notice. Within seven (7) days after the date of the board's decision to terminate membership, the secretary shall give written notice of the decision to the member. Within fourteen (14) days after the date of the notice, the member may give written notice to the secretary of the intention to appeal to the club, request mediation, or to arbitrate as provided in article 16.
(b) Date for Hearing of Appeal. In the event of an appeal, the board shall set a date for the hearing of the appeal at a regular club meeting to be held within twenty-one (21) days after receipt of the notice of appeal. At least five (5) days' written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.
(c) Mediation or Arbitration. The procedure utilized for mediation or arbitration shall be as provided in article 16.
(d) Appeal. If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.
(e) Decision of Arbitrators or Umpire. If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.
(f) Unsuccessful Mediation. If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection (a) of this section.
Section 7 — Board Action Final. Board action shall be final if no appeal to this club is taken and no arbitration is requested.
Section 8 — Resignation. The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to this club.
Section 9 — Forfeiture of Property Interest. Any person whose club membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to this club if, under local laws, the member may have acquired any right to them upon joining the club.
Section 10 — Temporary Suspension. Notwithstanding any provision of this constitution, if in the opinion of the board (a) credible accusations have been made that a member has refused or neglected to comply with this constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the club; and (b) those accusations, if proved, constitute good cause for terminating the membership of the member; and (c) it is desirable that no action should be taken in respect of the membership of the member pending the outcome of a matter or an event that the board considers should properly occur before such action is taken by the board; and (d) that in the best interests of the club and without any vote being taken as to his or her membership, the member's membership should be temporarily suspended and the member should be excluded from attendance at meetings and other activities of this club and from any office or position the member holds within the club. For the purposes of this clause, the member shall be excused from fulfilling attendance responsibilities; the board may, by a vote of not less than two-thirds of the board, temporarily suspend the member as aforesaid for such period and on such further conditions as the board determines, albeit for a period no longer than is reasonably necessary in all the circumstances.

Article 13 Community, National, and International Affairs

Section 1 — Proper Subjects. The merits of any public question involving the general welfare of the community, the nation, and the world are of concern to the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, this club shall not express an opinion on any pending controversial public measure.
Section 2 — No Endorsements. This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.
Section 3 — Non-Political.

(a) Resolutions and Opinions. This club shall neither adopt nor circulate resolutions or opinions, and shall not take action dealing with world affairs or international policies of a political nature.
(b) Appeals. This club shall not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.
Section 4 — Recognizing Rotary's Beginning. The week of the anniversary of Rotary's founding (23 February) shall be known as World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements, and focus on programs of peace, understanding, and goodwill in the community and throughout the world.

Article 14 Rotary Magazines

Section 1 — Mandatory Subscription. Unless, in accordance with the bylaws of RI, this club is excused by the board of directors of RI from complying with the provisions of this article, each member shall, for the duration of membership, subscribe to the official magazine or to the magazine approved and prescribed for this club by the board of directors of RI. Two Rotarians residing at the same address have the option to subscribe jointly to the official magazine. The subscription shall be paid in six (6) month periods for the duration of membership in this club and to the end of any six (6) month period during which membership may terminate.
Section 2 — Subscription Collection. The subscription shall be collected by this club from each member semiannually in advance and remitted to the Secretariat of RI or to the office of such regional publications as may be determined by the board of directors of RI.

Article 15

Acceptance of Object and Compliance with Constitution and Bylaws
By payment of an admission fee and dues, a member accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies of them.

Article 16 Arbitration and Mediation

Section 1 — Disputes. Should any dispute, other than as to a decision of the board, arise between any current or former member(s) and this club, any club officer or the board, on any account whatsoever which cannot be settled under the procedure already provided for such purpose, the dispute shall, upon a request to the secretary by any of the disputants, either be resolved by mediation or settled by arbitration.
Section 2 — Date for Mediation or Arbitration. In the event of mediation or arbitration, the board shall set a date for the mediation or arbitration, in consultation with disputants, to be held within twenty-one (21) days after receipt of the request for mediation or arbitration.
Section 3 — Mediation. The procedure for such mediation shall be that recognized by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognized expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the board of RI or the trustees of The Rotary Foundation. Only a member of a Rotary club may be appointed as mediator(s). The club may request the district governor or the governor's representative to appoint a mediator who is a member of a Rotary club and who has appropriate mediation skills and experience.
(a) Mediation Outcomes. The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s) and one copy given to the board and to be held by the secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party, through the president or secretary, may call for further mediation if either party has retracted significantly from the mediated position.
(b) Unsuccessful Mediation. If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in section 1 of this article.
Section 4 — Arbitration. In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.
Section 5 — Decision of Arbitrators or Umpire. If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

Article 17 Bylaws

This club shall adopt bylaws not inconsistent with the constitution and bylaws of RI, with the rules of procedure for an administrative territorial unit where established by RI, and with this constitution, embodying additional provisions for the government of this club. Such bylaws may be amended from time to time as therein provided.

Article 18 Interpretation

Throughout this constitution, the terminology "mail," "mailing," and "ballot by mail" will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

Article 19 Amendments

Section 1 — Manner of Amending. Except as provided in section 2 of this article, this constitution may be amended only by the council on legislation in the same manner as is established in the bylaws of RI for the amendment of its bylaws.
Section 2 — Amending Article 2 and Article 3. Article 2 (Name) and Article 3 (Locality of the Club) of the constitution shall be amended at any regular meeting of this club, a quorum being present, by the affirmative vote of not less than two-thirds of all voting members present and voting, provided that notice of such proposed amendment shall have been mailed to each member and to the governor at least ten (10) days before such meeting, and provided further, that such amendment shall be submitted to the board of directors of RI for its approval and shall become effective only when so approved. The governor may offer an opinion to the board of directors of RI regarding the proposed amendment.

These Constitutions were approved by the membership of the Rotary Club of Gateway – North Thurston County on August 10, 2011.

These amended Constitutions were approved by the membership of the Rotary Club of Gateway – Thurston County on May 22, 2013.

Office of the Secretary of State
Corporations & Charities Division

Filed
Secretary of State
State of Washington
Date Filed: 06/01/2021
Effective Date: 06/01/2021
Registration No: 1132627

Charity Renewal

ORGANIZATION INFORMATION

Organization Name:
ROTARY CLUB OF GATEWAY-THURSTON COUNTY
Registration Number :
1132627
Purpose/Mission of the Organization:
The purpose Rotary Club of Gateway- North Thurston is to encourage and foster the ideal of service as a basis of worth y enterprise to the community.
FEIN Number:
30-0695208
Federal Tax-Exempt Status:
Yes
Federal Status Type:
501(c)(4)
UBI Number:
603 133 274
Is this Charitable Organization associated with any Corporation or LLC?-
Yes
Organizational Structure:
Jurisdiction:
WASHINGTON

CONTACT INFORMATION

Organization Email:
gatewayrotary@comcast.net
Confirm Organization Email:
gatewayrotary@comcast.net
Organization Website:
www.gatewayrotary.net
Is Foreign Contact:
No
Country Code:
1
Phone Number:
3607906548
Ext:
Mailing Address:
1401 MARVIN RD NE STE 307 NBR 404, Suite 307 #404, LACEY, WA, 98516, USA
Street Address:
1401 MARVIN RD NE STE 307 NBR 404, Suite 307 #404, THURSTON COUNTY, LACEY, WA, 98516, USA
Do you use any other addresses for Solicitation -

This document is a public record. For more information visit www.sos.wa.gov/corps

Work Order #: 2021060100340713 - 1
Received Date: 06/01/2021
Amount Received: $40.00

No

FINANCIAL INFORMATION

Accounting year beginning date:
07/01/2019
Accounting year ending date:
06/30/2020
Beginning Gross Assets:
$93,080.00
Ending Gross Assets:
$96,020.00
Revenue
Gross Contributions from Solicitations:
$0.00
Gross Revenue from All Other sources:
$134,582.00
Total Dollar Value of Gross Receipts:
$134,582.00
Expenses
Gross Expenditures from Program Services:
$51,000.00
Total Gross from All Expenditures:
$137,217.00
Percent to Program Services:
37%

FINANCIAL HISTORY

Fiscal Begin Date	Fiscal End Date	Begin Assets	Revenue	Program Services	Expenses	End Assets	% To Program Services
07/01/2018	06/30/2019	$0.00	$91,298.00	$38,213.00	$85,834.00	$93,080.00	45%

Solicitation Comments:
Did the Organization solicit or collect contributions in WA during the accounting year reported?- **Yes**

Entertainment/Special Events

Is the Organization registered to solicit outside of WA?- **No**
Does the Organization pay any of its officers or employees?- **No**

PERSONS ACCEPTING RESPONSIBILITY

Current Officers or Persons Accepting Responsibility for the Organization

First Name	Last Name	Title	Phone #	Address
MICHAEL	JONES	TREASURER	3604592370	3821 WOODLAWN DR SE, OLYMPIA, WA, 98501-5141, UNITED STATES

FINANCIAL PREPARER

Person or Business that Prepares, Reviews or Audits Financial Information:
Type:

INDIVIDUAL
First Name:
MICHAEL
Last Name:
JONES
Title:
TREASURER
Address:
3821 WOODLAWN DR SE, OLYMPIA, WA, 98501-5141, USA

LEGAL INFORMATION

Do you have any Legal Actions? - **No**

COMMERCIAL FUNDRAISERS

Does the Organization use one or more Commercial Fundraisers to solicit contributions in WA?- **No**

RETURN ADDRESS FOR THIS FILING

Attention:
MICHAEL E JONES
Email:
MEJONES8@COMCAST.NET
Address:
3821 WOODLAWN DR SE, OLYMPIA, WA, 98501-5141, USA

UPLOAD ADDITIONAL DOCUMENTS

Do you have additional documents to upload? **No**

EMAIL OPT-IN

☐ By checking this box, I hereby opt into receiving all notifications from the Secretary of State for this entity via email only. I acknowledge that I will no longer receive paper notifications.

SIGNATURE/ ATTESTATION

First Name:
MICHAEL
Last Name:
E JONES
Date:
06/01/2021
Phone Number:
360-459-2370

X

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 08-10-2011

Employer Identification Number:
30-0695208

Form: SS-4

Number of this notice: CP 575 F

007821.102299.0020.002 1 SP 0.440 532

ROTARY CLUB OF GATEWAY-THURSTON
% JERRY WILKINS
1401 MARVIN RD NE STE 307 NBR 404
LACEY WA 98516

007821

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 30-0695208. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for formal recognition of tax-exempt status, most organizations will need to complete either Form 1023, Application for Recognition Under Section 501(c)(3) of the Internal Revenue Code, or Form 1024, Application for Recognition of Exemption Under Section 501(a). Submit the completed form, all applicable attachments, and the required user fee to:

Internal Revenue Service
PO Box 12192
Covington, KY 41012-0192

The Pension Protection Act of 2006 contains numerous changes to the tax law provisions affecting tax-exempt organizations, including an annual electronic notification requirement (Form 990-N) for organizations not required to file an annual information return (Form 990 or Form 990-EZ). Additionally, if you are required to file an annual information return, you may be required to file it electronically. Please refer to the Charities & Non-Profits page at www.irs.gov for the most current information on your filing requirements.

(IRS USE ONLY) 575F 08-10-2011 ROTA 0 0244830968 SS-4

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

* Keep a copy of this notice in your permanent records. This notice is issued only one time and IRS will not be able to generate a duplicate copy for you.

* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.

* Refer to this EIN on your tax-related correspondence and documents.

* Provide future officers of your organization with a copy of this notice.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return this stub. Thank you for your cooperation.

ROTARY and the INTERNAL REVENUE SERVICE

A Bulletin for Rotary Clubs and Districts in the USA, Puerto Rico, US Virgin Islands, Guam, American Samoa, and Northern Mariana Islands

What follows is not tax advice, but general information, which may be useful. Questions regarding any tax matters need to be referred to local counsel, your tax adviser or to the IRS. **(http://www.irs.ustreas.gov or 1-800-829-1040)** ***General questions about this bulletin can be answered by your Club and District Support representative at wwwRotary.org/ClubDistrictReps***

On 13 May 1958, the Internal Revenue Service declared that Rotary International (RI) and its clubs and districts are entitled to exemption from federal income tax under **Section 501(c)(4)** of the Internal Revenue Code. While Rotary districts and clubs are exempt from paying *federal income tax*, the law does require Rotary clubs and districts to file an annual information return on **IRS Form 990,** on or before the 15th day of the 5th month following the close of the annual accounting period (15 November). Certain organizations, other than private foundations, that do not normally receive more than $25,000 in gross receipts in each taxable year are not required to file Form 990.

Clubs or districts with gross receipts of $25,000 or less are required to file Form 990-N, which is an electronic e-Postcard report. This report is required annually. Failure to meet the annual filing requirement for three consecutive years will result in **revocation of the tax-exempt status of the club or district** in question. To learn more about this requirement, and to obtain the necessary e-Postcard report form, visit the US Treasury website at: www.irs.gov/eo, or call their toll-free number: (877) 829-5500.

Numbers: RI's **Group Exemption Number** (referred to as "GEN" on Form 990), **is 0573**, which applies to RI as well as all USA, Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands clubs and districts. At the same time, every club and district in these areas are required to have its own ***Employer Identification Number*** **(EIN)**. This 9-digit number is essentially a tax ID number, and has nothing to do with whether the club or district has any employees. As RI must report annually the EINs of all districts and clubs in these areas, the RI secretariat maintains a list of those EIN tax numbers for reference. New Rotary Clubs, however, must apply directly to the IRS for an EIN number to be assigned to the new Rotary club. Please contact your Club and District Support (CDS) representative at Rotary International headquarters if you have any questions about the EIN number for your club or district.

Tax Deductible Status: Contributions to clubs and districts are generally not tax deductible as charitable contributions. Clubs and districts that have gross annual receipts that normally exceed $100,000 generally must include a disclosure statement regarding the non-deductibility of contributions during fundraising solicitations (IRC Sec. 6113). Note that this includes invoices *for payment of dues*. See **IRS Notice 88-120** for more details and acceptable disclosure language. Contributions to any club or district charitable fund that has obtained tax exemption under **Section 501(c)(3)** of the Internal Revenue Code may be tax deductible as charitable contributions. Membership dues may be deductible for some Rotarians as business expenses.

Other Taxes: Clubs or districts may be required to file **IRS Form 990-T** if they have "*unrelated business income.*" An unrelated trade or business is defined as any trade or business that is regularly carried on, and that is not substantially related to the organization's exempt purpose or function. (IRC Sec. 513). Federal Social Security and withholding taxes, and local state income taxes may be required from a club or district that has one or more paid employees. Please contact the IRS or your tax consultant or attorney for guidance on this issue.

The laws of individual states vary in regard to state income tax, sales tax, other taxes and special licenses. The 501(c)(4) status applies only to federal income tax and does not necessarily have any bearing on state or local taxes. IRS interpretation of its Code also can vary slightly in different US Treasury districts.

October 2010

ROTARY INTERNATIONAL

KALYAN BANERJEE
President, 2011-12
TEL 1.847.866.3467
FAX 1.847.866.3390
kalyan.banerjee@rotary.org

16 September 2011

To the Members of
Rotary Club of Gateway-North Thurston, Washington, USA

My dear brothers and sisters in Rotary,

It gives me great joy to welcome the Rotary Club of Gateway-North Thurston, Washington, USA to membership in Rotary International.

With every new club, Rotary expands its reach and its capacity to serve. A new club establishes a new Rotary presence, spreading our core values of service, fellowship, diversity, integrity, and leadership. It ignites a flame of warmth and caring, strengthening its community through its efforts and its example. As your club grows and thrives, its impact will grow, and the good it does will reverberate through generations.

As you begin your Rotary adventure together, be mindful of the peace and understanding that we must bring to this world of ours. Remember that there is a latent goodness everywhere, waiting to be touched by our inspiration. Open yourself to the possibilities before you, and *Reach Within to Embrace Humanity.*

Sincerely,

Kalyan Banerjee
President, 2011-2012

END POLIO NOW

One Rotary Center
1560 Sherman Avenue
Evanston, Illinois
60201-3698 USA
TEL 847.866.3000
FAX 847.328.8554
www.rotary.org

U. S. TREASURY DEPARTMENT
WASHINGTON 25

OFFICE OF
COMMISSIONER OF INTERNAL REVENUE

ADDRESS REPLY TO
COMMISSIONER OF INTERNAL REVENUE
WASHINGTON 25, D. C.
AND REFER TO
T:R:EO:5
RMM

MAY 13 1958

Rotary International
c/o George R. Means, Secretary
1600 Ridge Avenue
Evanston, Illinois

Gentlemen:

Reference is made to your letter dated April 18, 1958, transmitting additional information for our use in reconsideration of your status for Federal income tax purposes under the provisions of section 501(a) of the Internal Revenue Code of 1954.

A review of our records discloses that in a ruling dated January 17, 1935, it was held that you were exempt under section 103(9) of the Revenue Act of 1932. This ruling was affirmed August 23, 1938 under the Revenue Act of 1936. Later, in a group ruling dated September 22, 1942, it was held that you and your subordinate clubs were entitled to exemption under section 101(9) of the Internal Revenue Code. Supplemental group rulings were thereafter issued annually from 1943 through 1958, holding you and your subordinate clubs exempt as social clubs under section 101(9) of the 1939 Code and under section 501(c)(7) of the 1954 Code.

Based upon a careful review of the information which you recently submitted together with all other evidence of record, it is our opinion that you and your subordinate clubs are entitled to exemption from Federal income tax under section 501(c)(4) of the 1954 Code as "organizations not organized for profit but operated exclusively for the promotion of social welfare", rather than as social clubs as described in section 501(c)(7) of the Code. Therefore, the above mentioned rulings dated January 17, 1935, August 23, 1938, September 22, 1942, and supplemental group rulings issued in the years 1943 to 1958, inclusive, are modified accordingly.

In view of the above, therefore, you and your subordinate clubs are not required to file income tax returns so long as there is no change in the character, purposes or method of operation of your organization or such subordinate clubs. Any such changes should be reported immediately

to the National Office of the Internal Revenue Service in Washington, D. C., in order that the effect of the changes upon your present exempt status or that of the subordinate clubs may be determined.

However, you and your subordinate units are required to file an information return, Form 990, annually, with the District Director of Internal Revenue for your district so long as this exemption remains in effect. This form may be obtained from your District Director and is required to be filed on or before the fifteenth day of the fifth month following the close of the respective annual accounting periods.

Failure by you or your subordinate units to file the required information return or to otherwise comply with the provisions of section 6033 of the Code and regulations applicable thereto may result in the termination of the exempt status of you or your subordinate units on the grounds that you or your subordinate units have not established that you are observing the conditions required for the continuation of an exempt status.

You should continue to furnish the National Office, annually, on the calendar year basis, lists, in duplicate, showing only the names, numbers and addresses of your new subordinate units and the names, numbers and addresses of any units which have ceased to exist. These lists should be submitted in alphabetical or numerical order and, if your subordinate units are located in more than one State, should be prepared separately by States. This information is necessary in order that we may advise the District Directors of Internal Revenue for the respective districts in which your new subordinate units are located of their exempt status as promptly as possible.

The annual lists should be accompanied by a statement signed by one of your principal officers stating whether the information previously submitted upon which your original ruling was based, is applicable in all respects to the new subordinate units. These lists and accompanying statements should be forwarded in time to reach the National Office not later than February 15 of each succeeding year.

The District Directors of Internal Revenue for the Districts in which the subordinate units referred to herein are located are being advised of this action.

Very truly yours,

J. F. Worley

Chief, Exempt Organizations Branch

RCVD 08302022 3PM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Tumwater Historical Association
Organization/Agency Name

91-1183052
Federal Tax ID Number

Sandra Gray
Contact Name

Secretary
Title

PO Box 4315
Mailing Address

Tumwater WA 98501
City State Zip

360 943-0405
Phone

Website

Sandigds2@comcast.net
Email Address

☒ Tourism Promotion/Marketing Activities ☐ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $5000 Total Project / Event Budget: $5000

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

THA will recreate pioneer activities at one or more major events in 2023. One or more of these events will be in conjunction with several Thurston County area historical groups. THA will also promote at least one quilting/fiber arts event and three or more heritage events.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 3 number of years

Thurston Throwback | Thyrston County Fairgrounds | August 2023
Name of Event/Festival | Location | Date of Event/Festival

CERTIFICATION

I hereby state on behalf of Tumwater Historical Association that the:
Organization/Agency Name

Applicant is: ☒ Nonprofit ☐ For Profit ☐ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Sandra I Gray, Secretary | Sandra D Gray | 8/31/2022
Name and Title | Signature | Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

The Tumwater Historical Association (THA) is organized for educational and cultural purposes relating to the history of the Tumwater area, its life and people. The THA works to preserve and present the heritage of the area by providing community events and recording Tumwater's history. THA published "The History of Tumwater" book series written by Don Trosper, and has conducted an oral history project to preserve and publish memoirs of long-time Tumwater residents. For the past several years, it has partnered with several Thurston County area historical groups to jointly present programs using common historical themes. The THA relies on a core group of dedicated members and volunteers to accomplish tourist activities. The success of THA and its programs relies on fundraising activities, dues, donations and grants.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

Financial support from the City of Tumwater will be used for printing and mailing costs of informational brochures, newsletters, posters and flyers, advertising, filming of activities, social media, website, equipment, supplies and other costs used to market and advertise the following events:
* One or more events that provide hands on pioneer activities for children and families. This could include one or more activities such as candle making, rope making, tin smithing, blacksmithing, laundering clothes, soap making, butter churning and quilt piecing. Additional activities could include grinding grain or coffee, crafting toys or jewelry, planting seeds and pioneer games. Where appropriate there may be musicians or re-enactors for the public to enjoy and absorb local history. One of these events could include highlighting returning salmon to the Deschutes Falls, immediately below the Olympia Brewery and within the Brewery Park at Tumwater Falls (formerly Tumwater Falls Park). Another might be a quilt show or other activity highlighting Tumwater's Brewmaster's House. At least one of these events will include participatioin of many historical groups, some coming from as far away as Portland, OR; Vancouver, Puyallup, Port Angeles, and other Washington areas, in addition to Thurston County groups.
* THA hosts a variety of reenacting and heritage events for the purpose of educating the public on Tumwater's history and to bring former Tumwaterites and others to our community. Examples of such events include "From Past to Present--A Quilt Rescue Workshop," "Quilting Through the Decades," and the "Territorial Express Stagecoach Run" featuring full sized stagecoach travel from Olympia to Longview. In 2019, programs included "Olympia's Centennial Station History," "The Salem Witches and Beyond," and the "Sunbonnet Sue Welcomes Spring" Quilt Show held in May at Tumwater's historic Brewmaster's House.
Plans for 2022 include….
* The THA Pioneer University provides historical classes for individuals and groups interested in demonstrating living history activities. Classes are designed to teach pioneer activities like rope making, cider pressing, soap making, cooking, butter churning, quilt making, rugmaking, spinning and food preservation. Participants will then go back to their communities and confidently conduct living history worksops and activities. We anticipate filming these activities and publishing them on YouTube or other social media.
* Continuing development and promotion of the THA website (Tumwaterhistoricalassociation.org). Our website helps promote Tumwater's rich history and all THA activities. The THA links its historical website to other sites such as the City of Tumwater, the Tumwater School District, the Olympia-LaceyTumwater tourism information center, the State of Washington "Visit the Capitol" website, and many other sites of interest including Tumwater hotels, motels and campgrounds. Such linkage educates the visitor on the

many historical attributes of Tumwater while encouraging participation in the THA activities. We anticipate this site to be an ongoing tourism draw for Tumwater

b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

We held only two of our planned events in 2020 due to coronavirus restrictions, and none occurred or are planned in 2021 due to the continuance of the virus. Activities in 2022 continue to be limited. THA will continue to be part of Thurston Throwback, comprised of several area history groups and evolving from Thurston County Through the Decades. Thurston Throwback activities are expected to become a fixture on the Sunday of each year's Thurston County Fair. The first Thurston Throwack event was held at the Thurston County Fair on Sunday, August 4, 2019, and was well attended and highly successful.

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

The THA has a core group of members, volunteers and followers available to provide these activities and events. These include students, parents, business people, history specialists, teachers, civic leaders, and civil servants. Based on former years, a conservative estimate might be 30 people averaging 20 hours per month or 7200 volunteer hours per year, with additional volunteer support during actual events. We will recruit former Homesteaders and other students to participate in the activities. The THA will strive for continued cooperation with other history groups and continue to work with the Olympia Tumwater Foundation and City of Tumwater to develop major events in the Tumwater Historic District.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

No

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

No

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

We expect that marketing costs will be a large portion of overall costs. Depending on the event, we rely on public or donated facilities (i.e., Brewery Park at Tumwater Falls, Schmidt House and Olympics West.) Postage, printing, filming, advertising, signage, web costs and distribution of flyers and brochures are all hard costs, and constitute 75% or more of all event costs. Other costs include consulting fees, musician or reenactor fees, equipment purchases, maintenance, storage and rental expenses.

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

Visitors from other areas attending these events utilize local restaurants and fast food facilities. THA volunteers often gather and "debrief" after these events over dinner at a local restaurant. Individuals making

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

Heritage Speaker presentations are often from outside the area and make use of local lodging and food services. These events attract family members of participants from out of the area who need these services. We expect our Pioneer University activities will attract living history providers from throughout Washington and other states as well. We consistently use Facebook and other social media outlets. Our website helps promote events more broadly to people interested in historical reenactments and other activities. We take advantage of all publicity opportunities available to us.

8. How broad-based will the tourism promotion benefit be geographically and economically?

We will promote these activities throughout the Puget Sound area and the heritage and quilting events more broadly. We send flyers and other information to quilt groups and stores throughout the state.

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

They allow us to advertise and promote our events to national organizations planning conventions in the Pacific Northwest. Putting filmed activities and instructions for pioneer activities on our website and YouTube will help promote THA and Tumwater as a place to visit.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

a) Staying overnight in paid accommodations away from their place of residence or business — 40

b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 153 +/-

c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 146

d) Attending but not included in one of the three categories above (a. b. and c.) — 1904

e) Total number of hotel rooms / room nights generated in Tumwater — 36 / 36
 # Rooms **#Nights**

f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 95

g) Overall attendance — 2385+

h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

We used registration forms, attendance, wristbands, tracking participants through door prize signups, store and raffle ticket sales, food items sold or handed out, conversations with attendees and general observations. The above estimates are based on prior experience. We do not know what will happen when we are dealing with a the continuing effects of the pandemic.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

    Registration forms, paid attendance figures, wristbands, tracking participants through door prize signups, store and raffle ticket sales, food items sold or handed out, conversations with attendees and general observations.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

    Our events are family oriented. There are many conversations about the area and its history, and other attractions of interest to people who attend our events.

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

    Our events are family oriented. There are many conversations about the area and its history, and other attractions of interest to people who attend our events. In years past we have received telephone and mail requests for housing and dining information from visitors planning to attend our events. We have recorded visitors from several states and countries, some who traveled to Tumwater just for our events..

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
    For example: how do you intend to alternatively fund your program / which services will not happen?

    We would spend less money promoting and marketing our events, with the likely outcome that we would attract fewer attendees and participants from outside the area.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

    We partnered with as many as 20 historical groups or entities in past events. These include Lacey Historical Society and Museum, South Thurston County Historical Society, Bigelow House Museum, Olympia Historical Society, Washington State Library, Thurston County Historical Commission, Meeker Society, Daughters of the Pioneers--Washington, Tenino Lions Club, Pomona Grange, Tenino Museum Depot, Somewhere in Time Unlimited, Washington State Archives, and many more.

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

    Living History is our strength. It can help attract visitors and bring them back again in the future. We have participants from all over Western Washington who come for various events. The THA website and its linkage to local hotels allows us to better document visitors who stay overnight in Tumwater facilities.

Lodging Tax Budget Form

Lodging Tax Applicant:

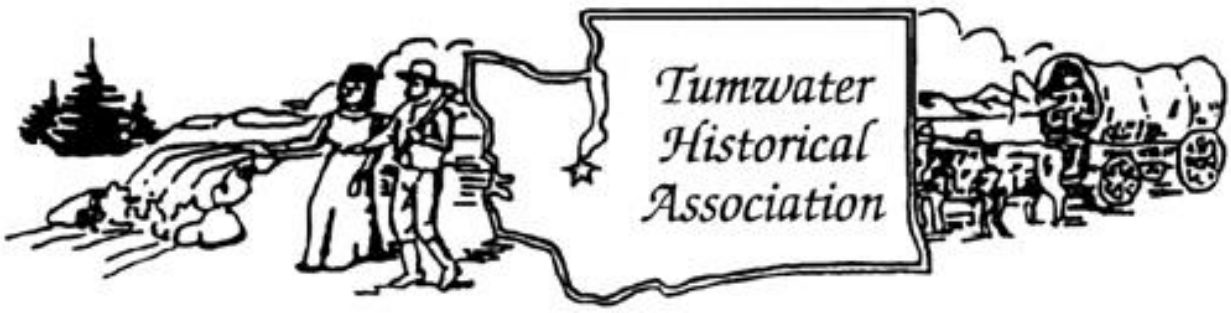
Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		$0.00
Admission:		$0.00
Reserves:		$0.00
Donations/Contributions:		$1,000.00
Grants:		$0.00
Program Service Fees:		$0.00
In-kind Donations:		$3,000.00
Gift Shop:		$200.00
Vendor Fees:		$0.00
Fundraising Activities:		$1,000.00
City of Lacey Lodging Tax:		$0.00
City of Olympia Lodging Tax:		$0.00
City of Tumwater Lodging Tax:		$5,000.00
Thurston County Lodging Tax:		$0.00
Other Sources of Revenue: (please specify)	Membership	$600.00
Other Source:		
Other Source:		
Other Source:		
TOTAL REVENUE:		**$10,800.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		$0.00
Administration: (utilities, phone, etc.)		$4,300.00
Marketing and Promotion:		
Professional / Consultant Fees:		$4,000.00
Equipment:		$500.00
Facility / Event Venue Rental:		$600.00
Travel: (please specify)		
All Other Expenses: (please specify)	Miscellaneous - Unknown	$800.00
Other Expense:	Scholarship	$600.00
Other Expense:		
Other Expense:		
TOTAL EXPENSES:		**$10,800.00**
PROGRAM EXCESS (DEFICIT):		**$0.00**



Tumwater Historical Association
2022 Lodging Tax Advisory Committee Grant Application
Exhibit A - City of Tumwater - Scope of Services

The Tumwater Historical Association (THA) will:

Coordinate and participate in **Thurston Throwback** at Thurston County Fair. This event will include many Thurston County historical groups. It may include activities or presentations based on a common theme, such as a specific period of local history, or a historic activity, such as basket or ropemaking.

The THA Pioneer University provides historical classes on pioneer activities like rope making, cider pressing, soap making, and more. Activities include filming for media outlets like YouTube and Tumwater TV.

Activities associated with a fall quilters event may include facility costs, marketing materials; providing refreshments and supplies.

Lodging Tax Grant Funds will be used for planned events as follows:

Printing and mailing of informational brochures, newsletters, posters and flyers
Advertising, marketing, and promotion of all planned activities
Website and social media expenses
Event supplies and storage for event materials
Filming activities
Liability insurance, venue and equipment rentals, and other costs for planned events
Guest speaker expenses

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: Tumwater Historical Association

Submitted By: Dave Shade Date: 8/23/2021

Email Address: sandigds2@comcast.net Phone: 360-790-7434

This Report Covers:

Activity Name: Thurston Throwback and Historical Programming

Activity Type: ☒ Special Event/Festival ☐ Marketing/Tourism Promotion Agency ☐ Facility

Activity Start Date: 1/01/2021 Activity End Date: 12/31/2021

Total Activity Cost: $0.00

Total amount of Tumwater lodging tax funds requested: $5,000.00

Total amount of Tumwater lodging tax funds expended: $0.00

Total amount of lodging tax funds expended from all jurisdictions: $0.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	2,385
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Events canceled due to COVID-19		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	146
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Events canceled due to COVID-19		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	95
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Events canceled due to COVID-19		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	40
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Events canceled due to COVID-19		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	2,345
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Events canceled due to COVID-19		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	36
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Events canceled due to COVID-19		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

Events canceled due to COVID-19

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

Events canceled due to COVID-19

Did you complete all of the items on your Scope of Services consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

Events canceled due to COVID-19

What expenses did you pay using Tumwater Lodging Tax funds?

Events canceled due to COVID-19

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

We plan to host historical programs and heritage events in 2022.

IRS

Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

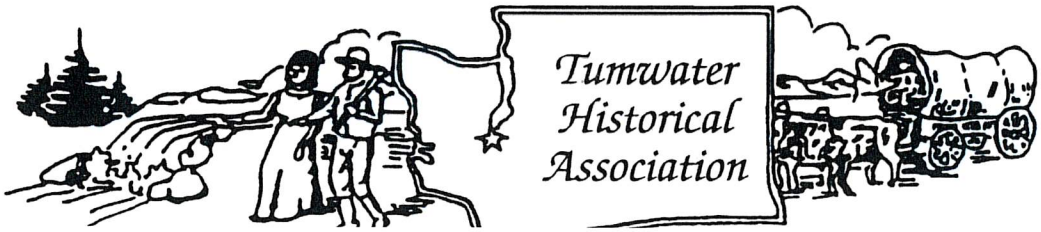
- **Organization Name:** TUMWATER HISTORICAL ASSOCIATION
- **EIN:** 911183052
- **Tax Year:** 2021
- **Tax Year Start Date:** 01-01-2021
- **Tax Year End Date:** 12-31-2021
- **Submission ID:** 10065520221955746638
- **Filing Status Date:** 07-14-2022
- **Filing Status:** Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS

THA Income/Expense by Category

		8/30/2021	8/30/2022
INCOME	**1/1/2020-12/31/2020**	**OVERALL TOTAL**	**1/1/2021-12/31/2021**
Heritage event income	$ -	$ -	o
Membership	$ 650.00	$ 625.00	1650
Other Income - Donations	$ 200.00	$ -	1930
Store	$ 198.00	$ 198.00	0
TOTAL INCOME	$ 1,048.00	$ 823.00	3580
			0
EXPENSES			0
Advertising	$ -		
Dues and Subscriptions	$ 120.00	$ 120.00	
Scholarship	$ 600.00	$ 600.00	600
Postage	$ 197.00	$ 197.00	
Rent	$ 2,340.00	$ 2,340.00	1980
TOTAL EXPENSES	$ 3,257.00	$ 3,257.00	2580
OVERALL TOTAL	**$ (2,209.00)**	**$ (2,434.00)**	**$ 1,000.00**



PO Box 4315, Tumwater, Washington 98501-0315

2022 BOARD OF DIRECTORS

Corinne Tobeck President	9513 Delphi Rd SW Olympia, WA 98512	352-1835 – Cell 790-2829 ctobeck@comcast.net	1/1/2024
Vice President	Unfilled		
Sandi Gray Secretary	408 T ST SE Tumwater, WA 98501	943-0405 Cell 280-6039 SandiGDS2@comcast.net	1/1/2024
Don Trosper Trustee	2209 54th Ave SW Olympia, WA 98512	943-7268 - 292-5665 (cell) dontrosper@q.com	1/1/2026
Bev York Trustee	232 159 Lane SE Tenino, WA 98589	264-2923 piperlady61@gmail.com	1/1/2026
Anne Kelleher Trustee/Program	8419 Orcas Lp NE Lacey, WA 98516	360 539-8839 Cell 360-791-2065 Akelleher10@gmail.com	1/1/2024
Unfilled			
Karen Johnson Trustee/Newsletter	643 Highway 603 Chehalis, WA 98532	(360) 748-7657 (C) 464-5963 brightwaterdrums@juno.com	1/1/2024
Dave Shade Treasurer	913 Lana Lane SW Tumwater, WA 98512	Cell 360 790-7434 ds791445@AOL.com	1/1/2024

Updated 08/30/2022 BOARD.addresses

Note: Annual Meetings have not been held due to pandemic so Directors extended by agreement/acclamation.

TUMWATER HISTORICAL ASSOCIATION

BYLAWS
(Rev 01/2018)

The Tumwater Historical Association is organized exclusively for education, interpretation and cultural purposes relating to the history of the Tumwater area, its life and people.

I.
MEMBERSHIP AND DUES

Section 1. Any person interested in the history of Tumwater, Washington, applying for membership, tendering the necessary dues, shall become a member.

Section 2. Annual dues for the following membership categories shall be in amounts set by the Executive Board:
(A) One person
(B) Students and senior citizens (age 65)
(C) Family (household)
(D) Organization or business.

Section 3. The Executive Board shall establish the amounts of annual dues for each membership category at least two months before the beginning of each membership year and shall communicate this information to the current and potential members.

Section 4. (A) Any membership may be withdrawn by the Executive Board for due cause, including use of membership in the Association for illegal purposes, or for other purposes inconsistent with the aims of the Association as set forth in Article III of the Articles of Incorporation.

(B) The membership year will run January 1 through December 31. Only dues paying members may vote in the deliberations of the Association or be elected to any office.

Section 6. Members who joined the Association before December 31, 1982, are considered charter members.

II.
OFFICERS AND EXECUTIVE BOARD

Section 1. The officers of the Association shall be elected each year at the annual general meeting. The officers of the Executive Board shall consist of the president, vice president, immediate past president, secretary, treasurer, and six (6) or more trustees.

III.
ELECTIONS

Section 1. The president, vice president, treasurer and secretary shall be elected for two (2) years by a

mentioned officers. The treasurer shall prepare quarterly financial reports.

Section 5. The immediate past president shall be a member of the Executive Board through the next year after a new president is elected.

Section 6. The Executive Board shall have the power to conduct all official affairs of the Association. A quorum shall consist of not less than one-half (1/2) of the board members.

Section 7. (A) All officers and board members should advise the secretary if they are unable to attend a board meeting.

(B) Any officer or executive board member who is absent for two (2) consecutive board meetings without due cause may be replaced by action of the board.

V.
SCHEDULE AND QUORUM FOR MEETINGS

Section 1. General membership meeting of the Association shall be held annually and special meetings may be called by the president.

Section 2. Members shall be notified by mail of general meetings.

Section 3. The Executive Board shall meet monthly or as required to conduct Association business.

Section 4. At least ten (10) members of the Association shall be present at any meeting of the Association for any official business to be transacted.

VI.
PARLIAMENTARY AUTHORITY

Section 1. The rules contained in Robert's Rules of Order shall govern proceedings of the Association, except in such cases as are governed by the Association Bylaws.

Section 2. All motions made by members of the Association at an annual or special meeting may be passed by simple majority of the members present.

VII.
COMMITTEES

Section 1. Standing committees may be appointed by the president as needed.

Filed
OCT 2 1981
Secretary of State

ARTICLES OF INCORPORATION

The undersigned, all of who are citizens of the United States, desiring to form a Non-Profit Corporation under the Non-Profit Law of the State of Washington, hereby certify:

I. The name of the Corporation shall be the Tumwater Historical Association.

II. This Corporation shall exist perpetually.

III. Said Corporation is organized exclusively for educational purposes, including the collection, preservation and interpretation of artifacts, photos, documents, sites and buildings, relating to the history of Tumwater, Washington.

IV. The place in this State wher the principal office of the Corporation is to be located in the City of Tumwater, Thurston County. The name and address of the initial registered agent is: Marie Ayers 5154 Emerson Tumwater, WA 98502

V. The names and addresses of the persons who are the initial Trustees of the Corporation are as follows:

Name	Address
Marie Ayers	5154 W. Emerson, Tumwater, WA 98502
John S. Leigh	802 Adams, Olympia, WA 98501
James K. Brown	3211 W Bates, Tumwater, WA 98502

VI. The name and addresses of each Incorporator are:

Name	Address
John S. Leigh	802 Adams Olympia, WA 98501
Marie Ayers	5154 W. Emerson, Tumwater, WA 98502
James K. Brown	3211 W Bates Tumwater, WA 98502

VII. No part of the net earnings of the Corporation shall insure to the benefit of, or be distributable to, its members, trustees, officers, of other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Three. No Substantial part ofthe activities of the Corporation shall be carring on of progaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activites not permitted to be carried on (a) by a Corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding Provision of any future United States Internal Revenue Law) or (b) by a Corporation, contributions to which are deductible under Section 170 (c) of the Internal Revenue Code of 1954 (or the corresponding Provision of any

ARTICLES OF INCORPORATION (Continued)

VII. (Continued) future United States Revenue Law.

VIII. Upon dissolution of the Corporation, the Board of Trustees shall, after paying or making provision for the payment of all the liablilities of the Corporation, dispose of all the assests of the Corporation exclusively for the purpose of the Corporation in such manner, or to such Organization or Organizaions, organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall, at the time, Qualify as an exempt Organization or Organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principle office of the Corporation is then located, exclusively for such purposes, or to such Organization or Organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In witness whereof, we have here unto subscribed our names this 2nd day of October, 1981.

James G Brown

[illegible] Bright

Marie Ayers

Kathe Mulhoff

Olympia Thurston WA 98502

NOTORIZED THIS 2nd DAY OF October, 1981.

RCVD 8/31/22 12:02PM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Visitors and Convention Bureau of Thurston County DBA Experience Olympia & Beyond — Organization/Agency Name
91-1735847 — Federal Tax ID Number

Annette Pitts — Contact Name
C.E.O. — Title

P.O. Box 1394 — Mailing Address
Olympia WA 98507 — City State Zip

360-704-7544 — Phone
experienceolympia.com — Website
annette@experienceolympia.com — Email Address

☒ Tourism Promotion/Marketing Activities ☐ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $61,000 Total Project / Event Budget: $1,511,520

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

Experience Olympia & Beyond (EOB) will fulfill the obligations as set forth in RCW 67.28.080 for Thurston County and Tumwater, specifically. Our mission is to reveal the most iconic experiences in Thurston County for the world to discover. We are committed to fostering collaboration and increasing Tumwater's visibility through the execution of the tasks set forth in our strategic plan, which the City of Tumwater participated in shaping. This plan aims to market Tumwater through a targeted suite of destination marketing iniatives, including: digital and print advertising, content marketing, social media, group sales, media relations, sports commission sales and marketing, Certified Tourism Ambassador training program, maps and guides.

**If an Event/Festival, complete the following:* ☐ New Event ☐ Annual Event for _____ number of years

Name of Event/Festival	Location	Date of Event/Festival
N/A	N/A	N/A

CERTIFICATION

I hereby state on behalf of Experience Olympia & Beyond that the:
Organization/Agency Name

Applicant is: ☒ Nonprofit ☐ For Profit ☐ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Annette Pitts, CEO
Name and Title

Signature

08/18/2022
Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   Experience Olympia & Beyond (EOB) was created to fulfill the obligations as set forth in RCW 67.28.080 for Thurston County. Our program's mission is to reveal the most iconic experiences in Thurston County for the world to discover. The VCB inspires, informs and influences visitor spending and overnight stays in Tumwater and Thurston County by marketing the area to visitors along every step of their buying process: dreaming, planning, booking, experiencing and sharing. EOB also serves as the region's Sports Commission, attracting athletes and spectators to the region. All of our efforts are specifically targeted toward putting heads in beds, and driving visitor spending.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

   Tumwater lodging tax funds will be combined with other EOB funding to support the organization's regional destination marketing and development initiatives. We will continue taking action on our strategic plan which will include: further investment in the latest industry-leading research tools with which to base, measure, track and evaluate all marketing investments. We will continue to strategically-base content development decisions, ensuring their inclusion in our website, social media posts and email newsletters to opt-in subscribers from around the world. We'll employ a comprehensive public relations campaign that will include story pitches to major media outlets, social media influencer partnerships, FAM tours and crisis communications if needed. We will conduct advertising campaigns that will flow through print, digital platforms including programmatic display and social media. We'll build out and share content including photos and videos with the City of Tumwater so they do not have to anticipate bearing these costs themselves. We will provide market intelligence to the City about visitor trends throughout year, resulting from the tourism marketing intelligence tools we've invested in. This intelligence can include: where visitors are traveling from, what the ratio of locals to visitors are within Tumwater throughout the year, visitation trends--time of year, popular Tumwater market segments and most importantly, economic impact. We will also continue to employ, cultivate and develop a program that is inclusive to our residents, business stakeholders and guests. We are committed to D.E.I. not only as a program we employ, but a core driving force behind everything we do.

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

   In the past year, we've focused on sustainable growth-- only staffing back up to a level that we know is sustainable with our current finances while still operating within the nebulous parameters of the COVID-19 pandemic. That said, we are agressively marketing our destination, with the intent to bring in the maximum revenue to the county and Tumwater. Last year at this time we were in the early days of re-formulating our workplan and bringing our program back to life. Since then, we've launched a new, expanded website, signed on with a major public relations and advertising agency, shot hundres of new photographs that are being shared with our municipal partners at no charge to them including the City of Tumwater, produced four professional videos with the fifth in production currently, focusing on the impact of Olympia Brewing Co., and scheduled for its debut in September. These are only a handful of the major projects conducted in the past year. Whereas our program was just coming back to life at this time last year, we are a high-perfoming marketing organization today.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   The VCB currently has 5 full-time employees and 18 board members, including four board members representing Tumwater. VCB resources include lodging tax from three municipalities (Tumwater, Olympia & Lacey), we receive Thurston County Tourism Promotion Area (TPA) revenue, and earned revenue generated through advertising sales, events and sponsorships.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   2022:
   City of Olympia LTAC - $115, 000 for Tourism & Sports
   City of Lacey LTAC - $100,000 for Tourism & Sports
   City of Tumwater LTAC - $38,400 for Tourism & Sports
   TPA funds - estimated receipts of $885,000

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   Yes. We will request $150K from the City of Olympia, $110K from City of Lacey and $4,770 from City of Yelm . Our goal is for each of the major municipalities that we serve (Olympia, Lacey, Tumwater and Yelm) to contribute to our operations in a way that is fair, with each municipality allocating 20% of the 4% lodging taxes assessed on room nights and dispursed to them from the Department of Revenue. Thurston County also contributes $40K to our operations and we anticipate TPA revenue to be about $975,000 in 2023. As a regional organization, all funds, including Tumwater's, are leveraged together for maximum impact. These dollars support a comprehensive sales and marketing program designed to benefit Tumwater and Thurston County.

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   4%

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   EOB is a leader in growing Tumwater's economy by focusing our work on generating visitor spending, hospitality industry jobs, growth of lodging tax and sales tax by attracting visitors to the region. The impact and power of our work was powerful in 2021. According to Tourism Economics' 2021 report, our efforts resulted in 29% growth in overall tourism spending for Thurston County. Of that, nearly $65 million was generated specifically from lodging stays, and over $44 million of direct state and local tax revenues. These revenues are in part, what helps fund important municipal programs such as public works, fire and police services.

8. How broad-based will the tourism promotion benefit be geographically and economically?

   EOB's destination marketing and sports commission efforts will impact the City of Tumwater and its local events, businesses and hotels as well as the entire Thurston County region.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

Tumwater's lodging tax will be combined with other VCB funding to promote Tumwater and Thurston County as a visitor destination. Through the utilization of new, cutting edge technologies, new content, group and sports sales efforts, and a newly deployed industry-leading website with increased SEO and consumer visibility, the VCB will increase interest in the area, and inspire more visitors to choose this area for leisure trips and group/sports events.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

a) Staying overnight in paid accommodations away from their place of residence or business — 6120

b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 10000

c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 3956

d) Attending but not included in one of the three categories above (a. b. and c.) — 14616

e) Total number of hotel rooms / room nights generated in Tumwater — 2550 / 4995
 # Rooms **#Nights**

f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 15611

g) Overall attendance — 34692

h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

We used calculations from the 2021 Travel Impact Report produced by Tourism Economics then assumed a 2.75% increase in visitation. To calculate Tumwater's numbers, we multiplied the overall visitation estimate figure for the county times Tumwater's percentage of available hotel rooms (21.01%) and claim just 5% of those numbers as ones brought to Tumwater due directly to our efforts.

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

Economic impact will be calculated using a combination of data contained within the Tourism Economics Report, the internationally accredited Economic Impact Calculator produced by Destinations International, and potentially, data derived from other in-house visitation tracking tools.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

The VCB promotes Tumwater lodging establishments on our website, social media, visitor guide, the Tumwater Community Guide, meeting planner guide and sports facility guide. We actively promote Tumwater through direct sales at domestic and international travel trade shows, aiming to book groups and independent travelers for business, leisure and sports. Group/meeting/event sales efforts are directed to align with Tumwater's economic development initiatives and hotel sales interests by focusing on groups related to beer-wine-spirits-cider, and agritourism. We also promote Tumwater overnight lodging through advertising, both in print and via digital direct. On experienceolympia.com visitors easily access Tumwater hotels, making it easier to convert business and ultimately, put heads in beds.

We are also closely monitoring travel trends as the COVID-19 pandemic continues, and ensuring that our communications also speak to changing consumer behavior.

Sports tourism is a rapidly growing market in Thurston County. The Sports Commission is currently working on contracts to host the 2023 WIAA Golf Tournament and would bring 100 room nights to Tumwater in 2023. It's also working on securing our area as the location for the USSSA Fastpitch Nationals which would bring over 1,100 room nights to Tumwater in 2023. Sports Commission funding helps pay for bid fees, also known as "closing the deal" and securing groups like this in the region.

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

EOB will promote Tumwater and its attactions, restuarants and events through the following marketing initatives:

Website: Tumwater is featured prominently on the homepage and has a dedicated destination page and url, experiencetumwater.com. The all-new Experience Tumwater Community Guide is also available for online viewing or digital download. Tumwater events, restaurants and attractions are also featured throughout the website with visitor-centric content.

Content marketing: EOB promotes Tumwater events, attractions and restaurants on its social media platforms, blogs and opt-in e-newsletters. A new shared image and video clip library was created in 2022 and made available to the City of Tumwater for its use. The City of Tumwater will have access to these professional images throughout the year. Tumwater is also showcased in the "It's the Water" video to be released in fall 2022. The video will continue to be promoted throughout 2023.

Products: Tumwater is not only included in the newly expanded EOB Visitor Guide, it is featured in its much-expanded section of the Visitor Guide; the guide is available online as a flipbook, digital download and/or by request via postal delivery. Tumwater will also be included in its Experience Tumwater Community Guide which is available online as a pdf, or visitors can pick one up at a local distribution point or we'll gladly mail them by request.

Visitor Services: EOB partners with regional visitor centers to distribute brochures, maps and collateral for Tumwater events, attractions and restaurants. We also offer a call center to answer visitor questions and are in the process of certifiying hospitality professionals throughout the region as Certified Tourism Ambassedors (scholarships available during the pandemic)

Direct sales: EOB promotes Tumwater as a destination for tour & travel product and small meetings and events. We also serve as a resource, providing industry trend data.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

Media relations: EOB will pitch stories to travel and lifestyle writers on Tumwater events, attractions and restaurants (eg: craft district). We will also engage in social media influencer partnership to promote the area. Due to the personal nature of travel, word of mouth and trusted endorsements are key factors when planning future travel.

Direct digital marketing campaigns: Target potential customers through direct digital advertising. Location/interest-based rich media ads will added to the mix this year targeting inbound travelers and then, once inside the county, better directing them to local attractions.

Sports Commission: EOB works with sports planners to attract sports tourism to Tumwater through tradeshows, client relations and support through sponsorship and bid fees

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
For example: how do you intend to alternatively fund your program / which services will not happen?

Partial funding would results in our inability to share visitation data produced by in-house research tools. Partial fund could result in potential cuts to staffing, and decrease the level of marketing and development efforts the VCB is planning to conduct featuring the City of Tumwater which will result in reduced tourism dollars to the area and tax revenue that fund other City of Tumwater projects.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

EOB partners with the City of Tumwater, all Chambers of Commerce in Thurston County, the Thurston Economic Development Council, Olympic Flight Museum, Port of Olympia, Wolf Haven International, the municipalities of Olympia, Lacey, Thurston County, Olympia Tumwater Foundation, and many more organizations and events. EOB is also partnering with the City, local businesses and colleges to promote the Craft Brewing and Distilling Center.

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

Lodging tax funds are an important part of the three revenue sources for the VCB. The three sources are lodging tax funds, Tourism Promotion Area funds, and privately earned income that includes advertising sales and sponsorships. The three sources work together, leveraging funds to accomplish more than if used in isolation. As a tool for measuring success, lodging taxes indicate how well our tourism work is translating into heads in beds.

Sales tax revenue is also an important and oftern overlooked measure of our success. In 2021 for example, our travelers brought nearly $9 millions of sales tax revenue to Thurston County. These funds are essential for the success operation of much-needed public works, fire and police services. As our funding support increases, the City of Tumwater also gets ROI that funds quality of life for local residents.

The VCB publishes a scorecard tracking key marketing and sales goals. This scorecard is backed by an internal document measuring KPIs aligned with industry standard. We continually look at our analytics to drive decisions and focus on continous improvement.

Lodging Tax Budget Form

Lodging Tax Applicant: Experience Olympia & Beyond

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		$95,000.00
Admission:		$19,775.00
Reserves:		
Donations/Contributions:		
Grants:		
Program Service Fees:		$88,975.00
In-kind Donations:		$5,000.00
Gift Shop:		
Vendor Fees:		
Fundraising Activities:		
City of Lacey Lodging Tax:		$110,000.00
City of Olympia Lodging Tax:		$150,000.00
City of Tumwater Lodging Tax:		$61,000.00
Thurston County Lodging Tax:		$0.00
Other Sources of Revenue: (please specify)		
Other Source:	Tourism Promotion Area	$975,000.00
Other Source:	LTAC Yelm	$4,770.00
Other Source:	Interest	$2,000.00
TOTAL REVENUE:		**$1,511,520.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		$627,566.00
Administration: (utilities, phone, etc.)		$58,865.00
Marketing and Promotion:		$629,117.00
Professional / Consultant Fees:		$18,160.00
Equipment:		$2,000.00
Facility / Event Venue Rental:		$37,140.00
Travel: (please specify)	tradeshows, lodging & registration	$23,235.00
All Other Expenses: (please specify)		
Other Expense:	Sales	$81,310.00
Other Expense:	Community Relations	$34,000.00
Other Expense:		
TOTAL EXPENSES:		**$1,511,393.00**
PROGRAM EXCESS (DEFICIT):		**$127.00**

Rcvd 05162022

INVOICE

CITY OF TUMWATER
TOURISM/LODGING TAX PROGRAM FUNDING

CONTACT PERSON: Annette Pitts

Employer Identification Number: 91-1735847

AGENCY: Visitor & Convention Bureau of Thurston County

DATE: 5.4.22

ADDRESS: P.O. Box 1394

PHONE: 360-754-7544

Tumwater, WA 98501

EMAIL: annette@experienceolympia.com
kelly@experienceolympia.com

Proof of Payment Must Be Attached

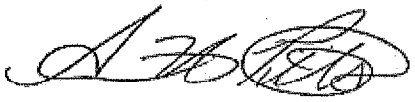
The agency identified above provided the following services to the City of Tumwater to promote tourism (see RCW 67.28.080).

Services Provided (Scope of Services/Exhibit A)	Date(s) Provided	Cost (Itemized)
Tempest - web design #251286	2.20.22	18,562.50
Tempest - PhotoShelter Mar- Dec 2022 #251359	3.1.22	2083.33
Swarner - social media - $291 each #91041, #91173	2.3 and 3.3.22	582.00
Scenic WA - Media - Road Trips - #22-055	3.15.22	11,934.25
iDSS CRM activation #525237	1.19.22	3,000.00
iDSS CRM monthly subscription #525404	4.1.22	500.00
Rapt LLC - seasonal assets photos/video #1037	4.5.22	1,125.00
Mosaic Marketing - design for tell all #584	2.1.22	787.50

TOTAL AMOUNT REQUESTED: $ 38,400.00

AFFIDAVIT OF VERIFICATION

I, the undersigned, do hereby certify under penalty of perjury that materials have been furnished, the services rendered or the labor performed as described herein (and as outlined in the Scope of Services attached as Exhibit A in the contract document), and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify said claim.



SIGNATURE

CEO

TITLE

Please mail this invoice to:

Hanna M. Miles
Executive Department
555 Israel Road SW
Tumwater, WA 98501
Phone: (360) 754-4120

Visitor & Convention Bureau of Thurston County
DBA: Experience Olympia & Beyond and Sports Commission
Operation of a Tourism Promotion Agency

2022 Scope of Services Attachment A
City of Tumwater

Overview

The Visitor & Convention Bureau (VCB) of Thurston County is a non-profit, 501(c)(6) economic development organization responsible for competitively marketing Tumwater, Olympia, Lacey, and all of Thurston County as a year-round destination to leisure and business travelers. The VCB is the official destination marketing organization (DMO) and sports commission for Olympia, Lacey, Tumwater, and Thurston County.

Scope of Work

The Visitor & Convention Bureau, per RCW 67.28.1816(1) will provide all services customarily performed by a contemporary, professional, full-service destination marketing organization (DMO). The VCB's destination marketing programs and services will target visitors for Thurston County and shall include, but not be limited to:

- Advertising (print and digital)
- Public relations
- Direct marketing and fulfillment publications, including a visitor guide
- Group meetings, reunions, travel and trade sales

The VCB's sports marketing programs and services shall include, but not be limited to:

- Assemble bid team/local organizing committees as needed
- Connections to Thurston County community
- Facility and site selection support
- Government relations
- Hospitality service
- Hotels: secure rooms and rates
- Marketing and promotion
- Public relations

Received 02/10/2022

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: Experience Olympia & Beyond & Sports Commission

Submitted By: Annette Pitts Date: 2/8/2022

Email Address: annette@experienceolympia.com Phone: (360) 704-7544

This Report Covers:

Activity Name: Tourism Promotion

Activity Type: ☐ Special Event/Festival ☒ Marketing/Tourism Promotion Agency ☐ Facility

Activity Start Date: 1/01/2021 Activity End Date: 12/31/2021

Total Activity Cost: $1,232,520.00

Total amount of Tumwater lodging tax funds requested: $50,000.00

Total amount of Tumwater lodging tax funds expended: $34,000.00

Total amount of lodging tax funds expended from all jurisdictions: $249,000.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	38,415
		ACTUAL (ESTIMATED):	9,961
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: 2021 Arrivalist data (we attribute 5% to our efforts)		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	32,840
		ACTUAL (ESTIMATED):	9,961
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: 2021 Arrivalist data (we attribute 5% to our efforts)		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	6,146
		ACTUAL (ESTIMATED):	2,588
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: 2021 Arrivalist data (we attribute 5% to our efforts)		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	3,964
		ACTUAL (ESTIMATED):	4,242
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: 2021 Arrivalist data (we attribute 5% to our efforts 2020 Longwoods)		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	9,791
		ACTUAL (ESTIMATED):	5,719
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: 2021 Arrivalist data (we attribute 5% to our efforts); 2020 Longwoods		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	1,652
		ACTUAL (ESTIMATED):	1,571
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD: 2021 Arrivalist data (we attribute 5% to our efforts) 2020 Longwoods		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

This year we added a new data management tool that allow us to more accurately track and measure traveler visitation from outside of Thurston County using location-based services in mobile phones and vehicle satellite navigation systems. Not only does this allow us to make far more accurate assessments of our visitation but it will allow us to better guage future activity as well.

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

The COVID-19 pandemic and news of the Delta and Omicron Variants significantly decreased our inbound visitation. That said, we did find that more individuals stayed in paid accommodations that we had anticipated.

Did you complete all of the items on your Scope of Services consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

Yes.

What expenses did you pay using Tumwater Lodging Tax funds?

Marketing

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

We plan to continue leveraging the new traveler data that we have to more effectively target inbound travelers and more efficiently guide them Tumwater destinations. We are continuing to redeploy a fully-formed body of destination marketing work to capitalize on latent demand from the pandemic.

Visitor and Convention Bureau of Thurston County
Profit & Loss Budget Performance
December 2021

Accrual Basis

	Dec 21	Budget	Jan - Dec 21	YTD Budget	Annual Bu...
Ordinary Income/Expense					
Income					
40000 · LTAC	20,000.00	33,333.34	249,000.00	249,000.00	249,000.00
40200 · Membership	0.00	0.00	9,000.00	14,150.00	14,150.00
40300 · Private Funds	15,000.00	0.00	112,050.00	119,370.00	119,370.00
40400 · TPA Income	69,821.12	95,000.00	785,113.83	850,000.00	850,000.00
Total Income	104,821.12	128,333.34	1,155,163.83	1,232,520.00	1,232,520.00
Gross Profit	104,821.12	128,333.34	1,155,163.83	1,232,520.00	1,232,520.00
Expense					
50100 · Marketing & Communications	98,401.28	51,349.28	568,889.91	672,547.00	672,547.00
51000 · Community Relations	994.20	325.00	7,585.13	36,975.00	36,975.00
52000 · Sales	-2,925.06	4,550.00	12,880.02	55,115.00	55,115.00
60000 · Operations	66,940.20	76,097.83	451,655.10	506,272.31	506,272.31
61000 · TPA Administration	2,908.52	776.00	16,088.04	16,950.00	16,950.00
Total Expense	166,319.14	133,098.11	1,057,098.20	1,287,859.31	1,287,859.31
Net Ordinary Income	-61,498.02	-4,764.77	98,065.63	-55,339.31	-55,339.31
Other Income/Expense					
Other Income					
98100 · Interest Income	272.57	150.00	2,591.40	1,800.00	1,800.00
98300 · SBA Funds	0.00	0.00	90,447.17	90,447.17	90,447.17
98375 · WTA Commerce Loss Grant	0.00	0.00	54,444.45	54,444.45	54,444.45
Total Other Income	272.57	150.00	147,483.02	146,691.62	146,691.62
Net Other Income	272.57	150.00	147,483.02	146,691.62	146,691.62
Net Income	**-61,225.45**	**-4,614.77**	**245,548.65**	**91,352.31**	**91,352.31**

2022 Board Terms		
First	Last	Position
Sue	Falash	Preisdent
Christina	Daniels	Treasurer
Patty	Belmonte	Secretary
Paula	Bloemendaal	Board Member
John	Bourdon	Board Member
Chuck	Denney	Board Member
Amy	Evans	Board Member
Sans	Gilmore	Board Member
Angela	Jefferson	Board Member
Ed	Kunkel	Board Member
Hanford	McCloud	Board Member
Aslan	Meade	At Large /EC
Jill	Nelson	Board Member
Mike	Reid	Board Member
Line	Roy	Board Member
Satpal	Sohal	Board Member
Rick	Walk	Board Member
Shina	Wysocki	Board Member

2 hoteliers
6 municipalities
10 attractions/other

VIS5847

Form **8879-EO**

Department of the Treasury
Internal Revenue Service

IRS *e-file* Signature Authorization for an Exempt Organization

For calendar year 2020, or fiscal year beginning . . . . . , 2020, and ending . . . . . 20 . . .

▶ Do not send to the IRS. Keep for your records.
▶ Go to *www.irs.gov/Form8879EO* for the latest information.

OMB No. 1545-0047

2020

Name of exempt organization or person subject to tax: Visitors and Convention Bureau of Thurston County

Taxpayer identification number: 91-1735847

Name and title of officer or person subject to tax: Christina Daniels
Treasurer

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line **1a**, **2a**, **3a**, **4a**, **5a**, **6a**, or **7a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b**, **2b**, **3b**, **4b**, **5b**, **6b**, or **7b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a	Form 990 check here ▶ [X]	b	**Total revenue,** if any (Form 990, Part VIII, column (A), line 12)	1b 1,140,102
2a	Form 990-EZ check here ▶ [ ]	b	**Total revenue,** if any (Form 990-EZ, line 9)	2b
3a	Form 1120-POL check here ▶ [ ]	b	**Total tax** (Form 1120-POL, line 22)	3b
4a	Form 990-PF check here ▶ [ ]	b	**Tax based on investment income** (Form 990-PF, Part VI, line 5)	4b
5a	Form 8868 check here ▶ [ ]	b	**Balance due** (Form 8868, line 3c)	5b
6a	Form 990-T check here ▶ [ ]	b	**Total tax** (Form 990-T, Part III, line 4)	6b
7a	Form 4720 check here ▶ [ ]	b	**Total tax** (Form 4720, Part III, line 1)	7b

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that [ ] I am an officer of the above organization or [ ] I am a person subject to tax with respect to (name of organization) _____, (EIN) _____ and that I have examined a copy of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

[X] I authorize DNM & ASSOCIATES, P.S. (ERO firm name) to enter my PIN 29990 (Enter five numbers, but do not enter all zeros) as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

[ ] As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶ _____ Date ▶ 04/26/21

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

91424498584
Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS *e-file* Providers for Business Returns.

ERO's signature ▶ Daniel Mortensen, CPA Date ▶ 04/26/21

ERO Must Retain This Form — See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

For Paperwork Reduction Act Notice, see back of form. Form **8879-EO** (2020)

DAA

VIS5847

Form 990 — Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

OMB No. 1545-0047

2020

Open to Public Inspection

A For the 2020 calendar year, or tax year beginning , and ending

B Check if applicable:
- [X] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/ terminated
- [ ] Amended return
- [ ] Application pending

C Name of organization: Visitors and Convention Bureau of Thurston County

Doing business as:

Number and street (or P.O. box if mail is not delivered to street address): P.O. Box 1394

Room/suite:

City or town, state or province, country, and ZIP or foreign postal code: Olympia WA 98507

D Employer identification number: 91-1735847

E Telephone number: 360-704-7544

G Gross receipts $: 1,140,102

F Name and address of principal officer:
Michael Davidson
PO Box 1394
Olympia WA 98507

H(a) Is this a group return for subordinates? [ ] Yes [X] No

H(b) Are all subordinates included? [ ] Yes [ ] No

If "No," attach a list. See instructions

I Tax-exempt status: [ ] 501(c)(3) [X] 501(c) (6) ◀ (insert no.) [ ] 4947(a)(1) or [ ] 527

J Website: ▶ www.experienceolympia.com

H(c) Group exemption number ▶

K Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other ▶

L Year of formation: 1996

M State of legal domicile: WA

Part I Summary

1 Briefly describe the organization's mission or most significant activities:
WE STRENGTHEN THE REGION'S ECONOMY BY DEVELOPING MEANINGFUL EXPERIENCES AND PROMOTING TRAVEL TO VIBRANT THURSTON COUNTY.

2 Check this box ▶ [ ] if the organization discontinued its operations or disposed of more than 25% of its net assets.

Activities & Governance	3 Number of voting members of the governing body (Part VI, line 1a)	3	21
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	21
	5 Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	6
	6 Total number of volunteers (estimate if necessary)	6	0
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0

		Prior Year	Current Year
Revenue	8 Contributions and grants (Part VIII, line 1h)	191,626	199,175
	9 Program service revenue (Part VIII, line 2g)	1,229,487	938,767
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	2,891	2,160
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		0
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,424,004	1,140,102
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		0
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	535,559	357,743
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0		
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	725,043	488,478
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	1,260,602	846,221
	19 Revenue less expenses. Subtract line 18 from line 12	163,402	293,881

		Beginning of Current Year	End of Year
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	605,343	868,952
	21 Total liabilities (Part X, line 26)	47,187	16,915
	22 Net assets or fund balances. Subtract line 21 from line 20	558,156	852,037

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ Signature of officer — Date

▶ Christina Daniels Treasurer
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check	PTIN
Daniel Mortensen, CPA	Daniel Mortensen, CPA	04/26/21	[ ] if self-employed	P01631156

Firm's name ▶ DNM & ASSOCIATES, P.S. — Firm's EIN ▶ 84-3297029

Firm's address ▶ PO BOX 1156 SHELTON, WA 98584 — Phone no. 360-426-5667

May the IRS discuss this return with the preparer shown above? See instructions [X] Yes [ ] No

For Paperwork Reduction Act Notice, see the separate instructions.

DAA

Form 990 (2020)

WASHINGTON
Secretary of State
Corporations & Charities Division

Washington Secretary of State
Corporations and Charities Division
801 Capitol Way South
PO Box 40234
Olympia, WA 98504-0234
(360) 725-0377
corps@sos.wa.gov

08/01/2022

VISITORS AND CONVENTION BUREAU OF THURSTON COUNTY
VISITORS AND CONVENTION BUREAU OF THURSTON COUNTY
PO BOX 1394
OLYMPIA WA 98507-1394

ANNUAL REPORT DUE DATE NOTICE

Greetings!

UBI #: 601 738 394
Entity Name: VISITORS AND CONVENTION BUREAU OF THURSTON COUNTY

The above listed entity's annual report is due on 09/30/2022. To remain in active status, please submit an annual report by the due date above.
Failure to file the necessary report will result in delinquent status and may result in administrative dissolution or termination of your registration.

Please verify the registered agent information is correct, including email address and update as needed.

You can file online using the Washington Secretary of State, Corporations and Charities Filing System (CCFS) using the following website https://www.sos.wa.gov/corps

However, at this time, Nonprofit Corporations are unable to use CCFS. This is due to law changes that took effect on 1/1/2022. Please visit our forms page at https://www.sos.wa.gov/corps/forms.aspx for a .pdf fillable form that can be submitted to our office by mail. We apologize for any inconvenience.

Sincerely,

Washington Secretary of State
Corporations and Charities Division
corps@sos.wa.gov

Note: If your documents were recently submitted, please disregard this notice. If you have any questions concerning this matter please contact our office at the address or phone number shown above.

file by mail 8/1/22 return received but will forward to you upon receipt. Thx.

Office of the Secretary of State
Corporations & Charities Division

Filed
Secretary of State
State of Washington
Date Filed: 08/02/2021
Effective Date: 08/02/2021
UBI #: 601 738 394

EXPRESS ANNUAL REPORT WITH CHANGES

BUSINESS INFORMATION

Business Name:
VISITORS AND CONVENTION BUREAU OF THURSTON COUNTY

UBI Number:
601 738 394

Business Type:
WA NONPROFIT CORPORATION

Business Status:
ACTIVE

Principal Office Street Address:
809 LEGION WAY SE STE 311, OLYMPIA, WA, 98501-1518, UNITED STATES

Principal Office Mailing Address:
PO BOX 1394, OLYMPIA, WA, 98507-1394, UNITED STATES

Expiration Date:
09/30/2022

Jurisdiction:
UNITED STATES, WASHINGTON

Formation/Registration Date:
09/12/1996

Period of Duration:
PERPETUAL

Inactive Date:

Nature of Business:
DESTINATION MARKETING ASSOCIATION SERVING THURSTON COUNTY, WA

REGISTERED AGENT RCW 23.95.410

Registered Agent Name	Street Address	Mailing Address
VISITORS AND CONVENTION BUREAU OF THURSTON COUNTY	809 LEGION WAY SE STE 311, OLYMPIA, WA, 98501-1518, USA	PO BOX 1394, OLYMPIA, WA, 98507-1394, USA

PRINCIPAL OFFICE

Phone:
3607047544

Email:
KELLY@EXPERIENCEOLYMPIA.COM

This document is a public record. For more information visit www.sos.wa.gov/corps

Work Order #: 2021080200463319 - 1
Received Date: 08/02/2021
Amount Received: $10.00

Street Address:
809 LEGION WAY SE STE 311, OLYMPIA, WA, 98501-1518, USA

Mailing Address:
PO BOX 1394, , OLYMPIA, WA, 98507-1394, USA

GOVERNORS

Title	Type	Entity Name	First Name	Last Name
GOVERNOR	INDIVIDUAL		MICHAEL	DAVIDSON
GOVERNOR	INDIVIDUAL		CHRISTINA	DANIELS
GOVERNOR	INDIVIDUAL		SUE	FALASH
GOVERNOR	INDIVIDUAL		KELLY	GREEN

NATURE OF BUSINESS

- DESTINATION MARKETING ASSOCIATION SERVING THURSTON COUNTY, WA

EFFECTIVE DATE

Effective Date:
08/02/2021

CONTROLLING INTEREST

1. Does your entity own real property such as land or buildings (including leasehold interests) in Washington?
NO
2. As of January 1, 2019, has there been a transfer of stock, other financial interest change, or an option agreement exercised that resulted in a transfer of at least 16⅔ percent interest in the entity?
NO
a. If "yes", has the transfer of stock, other financial interest change, or an option agreement exercised resulted in a transfer of controlling interest (50 percent or greater)?
NO
3. As of January 1, 2019, has an option agreement been executed allowing for the future purchase or acquisition of the entity?
NO

You must report a Controlling Interest Transfer Return **IF**: you answered "yes" to questions 1 **AND** 2a.

Failure to report a Controlling Interest Transfer is subject to penalty provisions of RCW 82.45.220.

For more information on **Controlling Interest**, visit www.dor.wa.gov/REET.

RETURN ADDRESS FOR THIS FILING

Attention:
KELLY CAMPBELL
Email:
KELLY@EXPERIENCEOLYMPIA.COM
Address:
PO BOX 1394, OLYMPIA, WA, 98507-1394, USA

AUTHORIZED PERSON

Person Type:
INDIVIDUAL

First Name:
KELLY

Last Name:
CAMPBELL

Title:
VP OF FINANCE & ADMINSITRATION

☑ This document is hereby executed under penalty of law and is to the best of my knowledge, true and correct.

EXPERIENCE Olympia & Beyond

BOARD OF DIRECTORS BYLAWS

VISITOR AND CONVENTION BUREAU OF THURSTON COUNTY DBA OLYMPIA-LACEY-TUMWATER VISITOR & CONVENTION BUREAU

Approved: June 21, 2022

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MISSION, VISION, VALUES

The VCB inspires, informs, and influences travelers and travel decision makers to visit Thurston County. Through a strategic mix of marketing, communication, and sales initiatives, we promote and package the region - inviting individual travelers, meetings and events, group tours and sporting events to explore, stay and compete in Thurston County.

MISSION

We reveal the most iconic Thurston County experiences for the world to discover.

VISION

To be known as a top travel destination in the Pacific Northwest

VALUES

Accountability

We take responsibility for our words, actions, results, and everything in between.

Collaboration

We do our best work when we recognize one another's strengths – we listen, support and adapt together.

Respect

We value diverse perspectives and treat people with dignity and professionalism.

Trust

The relationships we build are rooted in our ability to instill confidence that we are experts in our field, our actions are fair, and our behavior is responsible and reliable.

Integrity

Our organization is transparent and firmly rooted in the highest ethical standards.

Empathy

We care about the well-being of others and show kindness and caring every day.

BYLAWS & POLICIES

OVERVIEW

The following are the official bylaws of the Visitor and Convention Bureau of Thurston County, dba Olympia-Lacey-Tumwater Visitor & Convention Bureau (OLTVCB) and dba Experience Olympia & Beyond, originally approved by the Board of Directors on November 20, 2018. The bylaws serve as governing rules by which the organization will conduct itself. Where prudent, additional policies have been added to further define and clarify courses of action for the organization. These policies were amended and adopted by the Board of Directors on June 21, 2022, and are identified as "POLICY" throughout this document.

A good faith effort will be made to abide by all governing policies. There may be unforeseen circumstances when the Board of Directors may choose to take action to modify said policies for a special situation.

The Board of Directors will conduct a review of the bylaws and policies on an as needed basis to ensure relevancy and effective governance of the organization.

BYLAWS AND POLICIES

Article I. Olympia-Lacey-Tumwater Visitor & Convention Bureau

~~1.~~ Olympia-Lacey-Tumwater Visitor & Convention Bureau (OLTVCB) focus and goal is to reveal the most iconic Thurston County experiences for the world to discover.

2. The OLTVCB shall operate as a nonprofit 501(c)(6).

3. The OLTVCB fiscal year shall be based on the calendar year.

4. Registered Office: The post office address of the registered office of the Olympia Lacey Tumwater Visitor and Convention Bureau shall be 2424 Heritage Ct. SW STE 101, Olympia, WA 98502, or such other address as may be subsequently approved by the Board of Directors.

5. Dissolution: The Olympia Lacey Tumwater Visitor and Convention Bureau, as a private non-profit organization, may only be dissolved with approval of two-thirds majority of all current members of the Board of Directors.

Article II. Stakeholders & Meetings

1. Stakeholders / Any individual or organization which supports the purpose of the OLTVCB shall be considered a stakeholder.

2. By-laws / All stakeholders may be provided a copy of the OLTVCB By-laws upon request.

3. Meetings / At least one stakeholder meeting shall be held each year. Stakeholders of the OLTVCB shall be informed of the time and place of the meeting at least two weeks in advance.

POLICY: The OLTVCB will conduct an annual stakeholder meeting.

Article III.
Board of Directors

1. The Board of Directors shall consist of a minimum of eleven (11) and up to twenty-one (21) / Directors of the Board shall include:
   a. A minimum of three (3) and up to five (5)-directors total from the municipalities served by the OLTVCB, generally one elected official and/or employee of the municipality from each funding municipality.
   b. A minimum of one (1) hotelier shall be represented
   c. The remaining directors shall be made up of representation of entities that manage regional and local attractions or non-profit organizations that promote Thurston County tourism economy, and those who provide or manage services to tourists in Thurston County; including but not limited to lodging, retail, attractions and entertainment, food service, transportation, tribes, and other businesses that rely on a robust tourism economy.
   d. The CEO is an ex-officio director of the board who serves in a non-voting capacity whose service does not count toward the total number of directors.
2. Election to the Board of Directors
   a. Candidates for Board of Directors shall be submitted to the Nominating Committee for consideration. The Nominating Committee will provide their recommendations to the Executive Committee for approval. Endorsed Candidates will be submitted for full Board of Directors approval.
   b. Elected Officials representing a funding municipality will be recommended to the Executive Committee for appointment to the Board by the municipality.
   c. Endorsed candidates will be submitted to the full Board of Directors for approval.
   d. Board directors shall elect a Candidate to a term, per paragraph 3 of this section.

3. Term of Office
   a. Board and Officer terms shall begin on the date of the Annual Membership Meeting, with the exception of elected, who are appointed.
   b. Board of Directors shall serve a three (3) year term.
   c. Election of Board Directors filling a vacant position for unexpired terms shall be for the balance of the term vacated as endorsed by the Executive Committee and approved by the full Board. See Mid-term vacancies. Article III Section 7.

4. Term Limits / Renewal / Board Director terms may be renewed up to three (3) consecutive terms (partial or full). Upon completion of three consecutive terms, the Board Directors may run for election again after taking one calendar year off the Board. Exceptions may be granted if approved by the Nominating Committee and approved by the Board of Directors.

POLICY: The OLTVCB Board of Directors is not required to fill a vacancy for unexpired terms unless the size of the board falls below the minimum per Article III, Section 1 of the bylaws and/or of required positions are vacated.

5. Resignations
   a. Three (3) missed (unexcused) meetings by a Director within a twelve (12) month period, signals an automatic resignation from the Board of Directors.

      POLICY: An "unexcused absence" is defined as: no notification given to OLTVCB staff or Board President. Notification will be given a minimum of two hours prior before the scheduled meeting.

      POLICY: Once automatic resignation is signaled, the board president will follow-up with written notification to the board director.

   b. Any director may resign effective upon giving written notice to the President of the Board, unless such notice specifies a later time for the resignation to become effective.

6. Election to Office / Directors will be elected to office ~~by~~ via email one month prior to the Annual Meeting.
   a. Stakeholders will be given two (2) weeks to submit their vote via email survey.

      POLICY: Ballots with the board slate will be distributed to OLTVCB stakeholders within one month of the election.

7. Removal from Office / Any director serving on the Board of Directors may be removed by two thirds (2/3) vote of all other current directors of the Board present at a regular or a special meeting of the Board provided that notice of such proposal has been given or sent to each Board director in writing at least five (5) days prior to the meeting.

8. Vacancies / Board of Directors' mid-term vacancies may be appointed by the Executive Committee submitting an endorsed Candidate's name to the Board of Directors for approval.

9. Board Meetings / The Board of Directors shall meet at least quarterly. The time and place for the regular meetings shall be made by a majority agreement. The Board of Directors shall receive notice of a meeting no less than one week before the meeting. Robert's Rules of Order shall serve as the guide for the conduct of business at meetings of the OLTVCB.
   a. Meeting Types / The OLTVCB board meets in two ways:
      i. Open / Meetings of this type are open to our stakeholders.

ii. Closed / Upon the affirmative vote in open meeting to assemble in closed session, the board of directors may convene in closed executive session to consider personnel matters (including salary negotiation and complaints against any officer or employee of the corporation); consult with legal counsel or consider communications with legal counsel; discuss likely or pending litigation; and consider proprietary or confidential non-published information related to the activities of the organization.

POLICY: In very special cases, when advised by an attorney, the Chief Executive Officer can call a closed executive session to discuss matters of a sensitive and/or urgent nature.

b. Minutes / Will be taken at all open meetings.

c. Quorum / At any meeting of the Board of Directors at least one-half of the Board directors must be present in person, via phone call, or through a video chat software to constitute a quorum and validate decisions. Each Board director present shall be entitled to one vote. A vote of the majority of the Board directors present shall affirm resolutions put forth.

10. Responsibilities / The Board of Directors is responsible for managing the business and property of the Olympia Lacey Tumwater Visitor and Convention Bureau. The Board may establish and excuse any committees deemed necessary, hire and manage the performance of the Chief Executive Officer, set rates, acquire and sell assets, establish policies and define, approve or disallow exceptions to policy.

The roles of board and staff are outlined in chart below:

BOARD ROLES	STAFF ROLES
Governs	Administers
Decides "what"	Decides "how"
Makes policy	Carries out policy
Sets direction	Plans and works to achieve goals based on direction
	Provides updates on achievements
Monitors progress	Monitors progress

See Board of Directors Job Description on Page 14

~~11.~~ Accountability / Directors of the Board of Directors are expected to take actions in good faith and in reasonable pursuit of decisions made by the Board. The OLTVCB will maintain Directors and Officers insurance at the minimum per claim limit as required and contracted with municipalities'; preferably with an A+ rated insurance company.

12. Alternates / If a Board Director is not able to attend a meeting, they can send an alternate representative in good standing with the OLTVCB. The attendance of an alternate will count for a quorum however the alternate's ability to issue a proxy vote must be preapproved in advance of the meeting by either the CEO or Board President.

Article IV. Officers

POLICY: Officers shall be elected by the Board of Directors at the Board meeting preceding the Annual Meeting and immediately following the vote. Voting for officers will be conducted by secret ballot.

1. Election of officers / The Board of Directors shall elect a President, a Vice President, a Treasurer, Secretary, and other elected officers, up to a total of eight members, as the Board of Directors deem necessary. Any Board director may serve as an officer with the exception of an elected official for a funding municipality.

2. Term of Office / Officers shall serve a three-year term. Any officer may be removed by two thirds (2/3) vote by the Board of Directors present provided notice has been given as provided for above at a meeting in which a quorum is present. A vacancy in an officer position may be filled by a majority vote of the Board Directors present.

POLICY: When a board member is elected to an Officer position, their term limit on the board of directors adjusts to end according to the officer term.

3. Term Limits / Renewal / Officer terms may be renewed up to three (3) consecutive terms (partial or full). Upon completion of three consecutive terms, Officers may run for election again after taking one calendar year off the Board. Exceptions may be granted if approved by the Nominating Committee and approved by the Board of Directors.

POLICY: Terms are three years in length for both director and officer roles.

President / The President of the OLTVCB shall be responsible for the strategic leadership and external relations of the OLTVCB, shall preside at all meetings of the Board of Directors including the Annual or any special meetings of the OLTVCB, shall call such other meetings of the Board of Directors as they shall deem necessary, and shall perform such other duties usually inherent in such office and/or delegate them as deemed necessary.

Vice President / The Vice President shall act on behalf of the President of the OLTVCB in his/her absence.

Treasurer / The Treasurer shall receive and be accountable for all funds belonging to the organization, pay all obligations legally incurred by the Olympia Lacey Tumwater Visitor and Convention Bureau when payment is authorized by the Board of Directors, maintain bank accounts in depositories, provide financial reports and perform such other acts as the President may direct. The Treasurer may also delegate these duties to the Chief Executive Officer, administrator, or such other staff or an accounting firm and shall ensure all records are

kept for the Board of Directors and the OLTVCB and any other responsible parties as deemed necessary, prudent, and approved by the Board of Directors.

> **POLICY:** The Treasurer shall serve as the chair of the budget and policy committee.

Secretary / The Secretary shall be responsible for working with staff to ensure all Board and Executive Committee meetings are recorded, distributed to the board, and approved by board vote.

> **POLICY:** OLTVCB staff will draft meeting minutes and submit them to the Secretary for approval. The Secretary will approve the draft minutes for presentation to the board of directors.

Past President / The Past President is a voting member of the Executive Committee and provides leadership to the Board of Directors, when applicable.

At-Large / The At-Large position represents the viewpoints of the Board of Directors.

Article V. Committees

1. All committees of the OLTVCB shall be proposed by the Executive Committee and approved by the Board of Directors / The President shall appoint all committee chairs.

> **POLICY:** Approval for committees can be created by using formal vote or consensus. Task force groups may be formed for a specific purpose and do not need formal approval.

2. Executive Committee / Officers, the Past President, if applicable, and At-Large Executive Board Directors shall constitute the Executive Committee. This Committee shall approve the agenda for Board meetings and carry on the oversight of the organization according to the directions established by the Board.
    a. There shall be an Executive Committee of the Board of Directors, consisting of the President, Vice President, Past President when applicable, Treasurer, Secretary, and up to four At-Large Executive Committee members.
    b. The Executive Committee shall transact business of an emergency or delegated nature, act on behalf of the Board of Directors between meetings of the directors and oversee the on-going operation of the OLTVCB. The Executive Committee shall report the substance of any such actions to the Board of Directors at its next meeting.
    c. At any executive committee meeting at least one-half of the members must be present in person, via phone call, or through a video chat software to constitute a quorum and validate decisions. Each member present shall be entitled to one vote. A vote of the majority of the members present shall affirm resolutions put forth.
    d. The executive committee, on behalf of the board of directors, shall make the recommendation to hire, determine the compensation of, and dismiss the Chief Executive Officer of the OLTVCB.

e. The Executive Committee, will on an annual basis establish goals/objectives and review performance of the Chief Executive Officer for merit pay increases or incentive compensation.

3. Nominating Committee / The President chairs the Nominating Committee and shall appoint 3-6 Board Directors including the President to serve on the committee.

Article VI. Activity and Fund Use Limitations

1. No part of the net earnings, contributions or gifts given to this organization shall be distributed in an unlawful manner or for the personal use of any Board-director, OLTVCB stakeholder or other private persons.

Article VII. Amendments

1. These Bylaws may be amended, changed, modified or repealed by an affirmative vote of two-thirds (2/3) of the members of the Board of Directors present at any meeting of the Board provided that a quorum is present and that two weeks' notice of the amendment, change, modification or repeal was given with the notice of such meeting and that such amendment, change, modification or repeal is consistent with the Articles of Incorporation governing the operations of this organization.

Certified to be the Bylaws of the Corporation adopted at a meeting of the Board of Directors held on the 21st day of June 2022.

INVESTIGATIONS & CONDUCT

OLTVCB INVESTIGATIONS

The OLTVCB will take all reports seriously and conduct an appropriate investigation. The OLTVCB will expect that all employees and directors will cooperate in any investigation, whether those employees are directly involved. The OLTVCB will attempt to keep the facts and results of its investigation confidential, although that is not always possible. The OLTVCB may take appropriate disciplinary action against an employee or director found to have violated the policy, up to and including termination of employment or board service.

NON-RETALIATION

The OLTVCB prohibits retaliation because of an employee's or director's good faith report of discrimination or harassment, or participation in an investigation of such a claim. Any individual who is found to have engaged in retaliatory conduct will be subject to appropriate corrective action, up to and including termination of employment. Employees who believe they have experienced such retaliation should notify their supervisor, the CEO, president, or executive committee.

SUBSTANCE ABUSE AND MISUSE

While at work, each OLTVCB employee has a responsibility to our customers, our employees, and to the public to perform his or her work and to deliver services in a safe and conscientious manner. All employees must be able to work in a drug-free environment and themselves be free from the effects of alcohol and other job-impairing substances. Accordingly, the use, sale, or possession by an employee of liquor, controlled substance, drug not medically authorized, or other substances which may impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees, is strictly prohibited and will result in termination. Should an issue arise indicating that drugs, alcohol, substance-not-medically authorized or other inappropriate item may be present in the workplace, OLTVCB reserves the right to search employees' work areas and belongings with another manager, supervisor or other third party shall be present. OLTVCB also reserves the right to conduct alcohol and drug tests at any time.
The OLTVCB may terminate an employee if the employee violates this policy, fails to cooperate fully in drug test procedures, refuses to be tested, or provides false information.

The OLTVCB takes seriously its commitment to provide safe and conscientious services to its customers, the public and its employees. Recognizing this commitment, the OLTVCB has access to a clinically-conducted employee assistance resources which can provide professional assistance in an effort to aid any employee who has an alcohol or substance dependency problem. All employees who suspect they may have an alcohol or substance abuse problem are encouraged to utilize their program's resources before the problem affects their employment status. Seeking employee assistance resources is voluntary and confidential.

CONFLICT OF INTEREST POLICY

CONFLICT OF INTEREST

The purpose of the Conflict of Interest Policy is to protect the interests of OLTVCB when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director or staff member of OLTVCB or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions:
Interested Person – Any director, officer, staff member, or member of a committee, who has a direct or indirect financial interest, as defined below, is an interested person.
Financial Interest – A person who has directly or indirectly through business, investment, or family:

- An ownership or investment interest in any entity with which OLTVCB has a transaction or arrangement.
- A compensation arrangement with OLTVCB or with any entity or individual with which OLTVCB has a transaction or arrangement; or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which OLTVCB is negotiating a transaction or arrangement.

Compensation – Any direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board of Directors, or committee, decides that a conflict of interest exists.

Procedures:

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Board of Directors or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board of Directors or committee members shall decide if a conflict of interests exists.
3. Procedures for Addressing the Conflict of Interest.
   a. An interested person may make a presentation at the Board of Director's meeting or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and vote on the transaction or arrangement involving the possible conflict of interest.
   b. The President of the Board of Directors or chairman of the committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed

transaction or arrangement.

c. After exercising due diligence, the Board of Directors or committee shall determine whether OLTVCB can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
d. If a more advantageous transaction or arrangement is not reasonably possible, under the circumstances, not producing a conflict of interest, the Board of Directors or committee shall determine by a majority vote of the disinterested directors or committee members whether the transaction or arrangement is in OLTVCB's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy.
   a. If the CEO or Board of Directors has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
   b. If after hearing the member's response and after making further investigation as warranted by the circumstances, the CEO or Board of Directors determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
5. Annual Statements:
   a. Each director, officer, staff member and member of a committee shall annually sign a statement which affirms such person:
      i. Received a copy of the Conflict of Interest Policy;
      ii. Read and understands the Policy;
      iii. Agreed to Comply with the Policy;
      iv. Understands that OLTVCB is a non-profit corporation and to maintain its federal tax exemption must engage in activities which accomplish one or more of its tax-exempt purposes.

YOUR RESPONSIBILITY TO REPORT

As a team member of the OLTVCB, you have the right and responsibility to question or challenge situations in which you suspect that something improper, unethical, or illegal is going on. The OLTVCB is committed to looking into concerns and addressing them if they're found to have merit, but we won't know that those concerns exist unless you let someone know. Being aware of suspected misconduct and not reporting it could result in termination from the OLTVCB or being discharged without severance if in a paid status, or removed from our sponsorship or vendor lists, regardless of contractual obligations and may make you liable for the misconduct as an accomplice. If you do report suspected misconduct, you also have an obligation to cooperate in investigating the matter.

Once you've decided that you need to talk to someone about your issue or concern, who should you contact?

First, talk to your CEO. Give your CEO a chance to solve the problem. If your CEO cannot resolve the issue to your satisfaction or you are not comfortable talking to your CEO, contact a member of the Board Executive Committee. If the issue still is not resolved to your satisfaction or if you are not comfortable talking to a Board member, notify the Board President. Your confidentiality and, if you wish – your anonymity, will remain intact during the investigation whenever possible. If it becomes a legal issue, you may be required to disclose your name and sources of information.

We understand that many persons prefer that their communications concerning misconduct remain

confidential. Although we will try to protect the confidentiality of persons who report suspected misconduct, we cannot guarantee complete confidentiality. For example, sometimes it is impossible to investigate suspected misconduct without identifying the complainant. We believe, however, that it is better to come forward than to let the misconduct continue. A non-retaliation concept will be utilized for persons reporting suspected misconduct.

CONFIDENTIAL INFORMATION

You are responsible for the safekeeping of any confidential OLTVCB information or trade secrets to which you have access.

Confidential information and trade secrets, sometimes called "proprietary information," means information that belongs to the OLTVCB and which the OLTVCB has a right or obligation to protect. It includes any information that is not generally disclosed, is regarded as private, and/or which either is useful to the OLTVCB or would be helpful to competitors. Examples of confidential information include:

- Sales file information
- Sales database – meeting planners, tour operators, etc.
- Personal Information about team members
- Financial data
- Contract information
- Planned new projects
- List of vendors, supplies and/or sponsors
- Wages and salary information, apart from your own compensation which you may disclose as you wish
- Projected earnings
- Changes in management or policies
- Suppliers/hotel pricing
- Electronically stored information

These are basic guidelines for protecting the OLTVCB proprietary information:

- If you have access to proprietary information, discuss it with others in the OLTVCB on a need-to-know basis.
- Do not disclose proprietary information to an outside person or entity, except under a nondisclosure agreement that has been approved by the OLTVCB legal advisor.
- Do not disclose proprietary information in social conversations or in normal business dealings with suppliers, customers, sponsors, or vendors.

If asked about disclosure of confidential or proprietary information, contact your CEO or the President of the OLTVCB.

RECORDS OF PROCEEDINGS

1. The Minutes of the Board of Directors and all committees shall contain:
    a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, and action taken to determine whether a conflict of interest was present, and the Board of Director's or committee's decision as to whether a conflict of interest in fact existed.
    b. The names of the persons who were present for discussion and votes relating the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

COMPENSATION

1. A voting member of the Board of Directors who receives compensation, directly or indirectly, from OLTVCB for services is precluded from voting on matters pertaining to that member's compensation.

2. A voting member of any committee whose jurisdiction including compensation matters and who receives compensation, directly or indirectly from OLTVCB for service, is precluded from voting on matters pertaining to that director's compensation.

3. No member of the Board of Directors or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from OLTVCB either individually or collectively is prohibited from providing information to any committee regarding compensation.

ANNUAL STATEMENTS

1. Each director, officer, staff member and member of a committee shall annually sign a statement which affirms such person:
    a. Received a copy of the Conflicts of Interest Policy;
    b. Read and understands the Policy;
    c. Agreed to Comply with the Policy;
    d. Understands that OLTVCB is a non-profit corporation and to maintain its federal tax exemption must engage in activities which accomplish one or more of its tax-exempt purposes.

BOARD COVENANT

This covenant defines our best intentions and goals and Board Members of the Olympia-Lacey-Tumwater Visitor & Convention Bureau (OLTVCB). Each board director shall sign a document agreeing to the following responsibilities.

BOARD JOB DESCRIPTION

The OLTVCB Board Director acts as a voting director of the Board with full authority and responsibility to develop policies, procedures, and regulations for the operation of the OLTVCB; assists with the monitoring of the OLTVCB's financial health, programs, and overall performance; provides the Chief Executive Officer with resources to meet the needs of those the OLTVCB serves.

BOARD RESPONSIBILITIES

- Act as a trustee for stakeholders and community
- Establish objectives and board policies
- Adopt Budget
- Make decisions not delegated
- Elect officers and monitor performance
- Hire, direct and monitor Chief Executive Officer
- Oversee committees
- Attends all Board meetings and activities, including special events and Board retreats.
- Becomes knowledgeable about the OLTVCB
- Prepares for and contributes to Board meetings by being well-informed on agenda issues and expressing his/her point-of-view
- Openly considers others' points-of-view and makes constructive suggestions to help the Board make decisions that benefit those who the OLTVCB serves.
- Represents the OLTVCB to individuals, the public and other organizations.
- Assumes Board leadership roles when asked.
- Keeps the Chief Executive Officer informed about any concerns the community has expressed.
- Acts in the best interest of the OLTVCB and has a duty of loyalty to the organization
- Honors confidentiality of proprietary OLTVCB information and discussions in a closed session

BOARD JOB DESCRIPTION & RESPONSIBILITIES

Upon election to the board, each board director is expected to sign a Board Covenant. This covenant defines the best intentions and goals of Board Directors of the OLTVCB. The covenant includes the Board Job Description and Board Responsibilities outlined below. Signed covenants are stored at the OLTVCB administrative office.

BOARD JOB DESCRIPTION

The OLTVCB Board Director acts as a voting member of the Board with full authority and responsibility to develop/adopt policies, procedures, and regulations for the operation of the OLTVCB; assists with the monitoring of the OLTVCB's financial health, programs, and overall performance; provides the Chief Executive Officer with resources to meet the needs of those the OLTVCB serves.

BOARD RESPONSIBILITIES

- Act as a trustee for stakeholders and community
- Establish objectives and board policies
- Adopt Budget
- Make decisions not delegated
- Elect officers and monitor performance
- Hire, direct and monitor Chief Executive Officer
- Oversee committees
- Attends Board meetings and activities, including special events and Board retreats
- Becomes knowledgeable about the OLTVCB
- Prepares for and contributes to Board meetings by being well-informed on agenda issues and expressing his/her point-of-view
- Openly considers others' points-of-view and makes constructive suggestions to help the Board make decisions that benefit those who the OLTVCB serves
- Represents the OLTVCB to individuals, the public and other organizations
- Assumes Board leadership roles when asked
- Keeps the Chief Executive Officer informed about any concerns the community has expressed

RESPONSIBLE BOARD DIRECTORS

- Respond to meeting notices
- Attend meetings prepared and participate
- Know the organization's financial position
- Avoid conflicts of interest
- Subordinate personal and professional interests
- Support the Board's decisions
- Evaluate and make recommendations

LEGAL AND ETHICAL STANDARDS

- Obedience – to laws and policies
- Loyalty – to OLTVCB interests
- Care – due diligence

FIDUCIARY RESPONSIBILITIES

The OLTVCB Board of Directors makes fundamental management and policy decisions by adopting policies and by-laws, as well as motions and resolutions at Board Meetings. The day-to-day management is the responsibility of the Chief Executive Officer.

Each Director (including the Chief Executive Officer) is in a "fiduciary" relationship with the OLTVCB as a whole; i.e., the organization on whose board they serve. If you are a director or officer, you must act with the utmost good faith and use your powers solely in the interest of the OLTVCB. When you become a Director or officer, you agree to give diligent attention to the OLTVCB concerns and to be faithful and honest in carrying out the duties of your position. You are not expected to be infallible, but you must act with honesty and in good faith.

The Board of Directors has many responsibilities as outlined in the Bylaws of the Corporation. They can be summarized as:

Each Board member must oversee the business conduct and ethical standards of the OLTVCB. The specific responsibilities of directors include the following:

1. Each Director has a fiduciary obligation to:
    a. Act in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances;
    b. Act in a manner he or she reasonably and honestly believes to be in the best interests of the OLTCVB; and
    c. Become fully informed of all relevant information about a particular matter before making a decision on that matter as a member of the Board.
2. A Director must avoid breaches of fiduciary duty, such as fraud, overreaching, improper personal benefit, lack of good faith, or failure to become fully informed.
3. A Director will perform his or her duties with the knowledge that his or her conduct sets an example for the ethical tone of the OLTVCB.

BOARD SELF-EVALUATION

The VCB Board of Directors conducts annual self-evaluations to evaluate the overall health, vitality, and effectiveness of the board.

Each board director is asked to complete the electronic Board Self-Evaluation survey. They are given three (3) weeks to complete the survey. VCB Board President aggregates the results and presents to Executive Committee and Board of Directors for analysis. The report will include discussion of key strengths (things the Board is doing well) and key opportunities (things the Board can be doing better to improve overall health and governance of the organization).
Staff will prepare and the Board President will distribute individual Board Scorecards. Scorecards will show a record of individual board director attendance and committee participation.

BOARD ORIENTATION

BOARD DIRECTORS

Upon election to the VCB Board of Directors, all new board directors will participate in a Board Orientation. The orientation will include a discussion of the following: an overview of the VCB and tourism's role in economic development, board roles and responsibilities and VCB's staff structure.

EXECUTIVE COMMITTEE

When a board director is elected to the Executive Committee, they will refresh their understanding of the VCB by participating in the Board Orientation.

231384
FILE NUMBER

DOMESTIC

STATE OF WASHINGTON | DEPARTMENT OF STATE

I, **A. LUDLOW KRAMER,** Secretary of State of the State of Washington and custodian of its seal, hereby certify that

ARTICLES OF INCORPORATION

of OLYMPIA AREA VISTOR-CONVENTION BUREAU

a domestic corporation of Olympia, Washington,

was filed for record in this office on this date, and I further certify that such Articles remain on file in this office.

Filed at request of
Dale Hume
P.O. Box 1427
Olympia, Wa 98507

Filing and recording fee $ 20.00

License to June 30, 19 ..... $

Excess pages @ 25¢ $

Microfilmed, Roll No. 1274
Page 07

In witness whereof I have signed and have affixed the seal of the State of Washington to this certificate at Olympia, the State Capitol,

August 2, 1973

A. LUDLOW KRAMER
SECRETARY OF STATE

SSF-57 B (6-69)

COPY

FILED

AUG 0 1973

A. LUDLOW KRAMER
SECRETARY OF STATE

ARTICLES OF INCORPORATION OF OLYMPIA AREA VISITOR-CONVENTION BUREAU

We, the undersigned persons, acting as the incorporators of a non-profit corporation under the provisions of the Washington Nonprofit Corporation Act (Revised Code of Washington 24.03), adopt the following articles of incorporation for such corporation:

Article I
NAME

The name of the corporation shall be the Olympia Area Visitor-Convention Bureau.

Article II
DURATION

The period of duration of the corporation shall be perpetual.

Article III
PURPOSE

The purpose of this corporation shall be to foster and promote the cities of Olympia, Lacey and Tumwater and Thurston County as tourist areas and further to solicit for Olympia and vicinity conventions, assemblies and other gatherings of visitors and to render assistance to organizations hosting conventions in such cities or seeking to host conventions in such cities and generally to do all other and further lawful acts necessary or convenient to the above purposes. The corporation shall have all powers granted by law necessary and proper to carry out its above stated purposes consistent with its qualifications under Section 501 (c) (6) of the Internal Revenue Code.

IV
ADMINISTRATION

Provisions for the regulation of the internal affairs of the corporation shall be set forth in the By Laws.

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Article V
MEMBERSHIP

The membership of the Olympia Area Visitor-Convention Bureau, shall be composed of any individual, partnership, municipal body or corporation that applies for membership in the Bureau and who has paid membership dues to the Bureau subject to the approval of the Board of Directors.

Article VI
CAPITALIZATION

This corporation shall have no capital stock and shall issue no shares, but shall issue membership certificates to its respective members.

Article VII
LOCATION

The address of the initial registered office of this corporation shall be 525 South Washington Street, Olympia, Washington 98501. The name of the initial registered agent of the corporation at such address shall be Dale Hume.

Article VIII
BOARD OF DIRECTORS

The affairs of this corporation shall not consist of more than twenty-one (21) members, nor less than eleven (11) members, the exact number which shall be fixed from time to time by the By Laws of the corporation. The terms of such directors shall be for a period of three (3) years from the annual meeting at which they are elected and until their successors are elected and qualified, provided, however, that at the first election of such directors at the annual meeting of the corporation held in the year 1974, three (3) of the directors fixed by the By Laws of the corporation shall hold office for a term of one year and until their successors are elected and qualified, four (4) of the directors elected at such meeting shall hold office for terms of two (2) years and until their successors are elected and qualified and the remaining of such directors elected at such meeting shall hold office for

COPY

a term of three (3) years and until their successors are elected and qualified. The original directors of this corporation number eleven (11) and their names and addresses are as follows:

Rod Moreland, President	Holly Motel 2816 Martin Way Olympia, Washington
Mike Vavrinec, Vice President	Falls Terrace Restaurant 106 S. Deschutes Way Olympia, Washington
Jerry Craig, Treasurer	Olympia Oyster House 320 West 4th Olympia, Washington
Bill Moreland, Secretary	Holiday Inn 621 S. Capitol Way Olympia, Washington
Gene Vosberg	Tyee Motor Inn 500 Tyee Drive Tumwater, Washington
Tom Deals	Evergreen Inn Evergreen Park Drive Olympia, Washington
Aggie Davis	Davis Brown Derby East 9th and Capitol Way Olympia, Washington
Don Gessell	Washington Natural Gas 222 W. 4th Olympia, Washington
Dave Antsen	Olympia Downtown Association 525 So. Washington Street Olympia, Washington
C. Don Thompson	Lacey Area Chamber of Commerce 5602 Pacific Lacey, Washington
John Donaldson	South Sound Center Merchants Assr P. O. Box 3487 Lacey, Washington

and each of said persons was a citizen of the United States and a resident of the state of Washington.

COPY

Article IX
INCORPORATORS

The names and addresses of the incorporators of the corporaton are as follows:

Rod Moreland	Holly Motel 2816 Martin Way Olympia, Washington
Jerry Craig	Olympia Oyster House 320 West 4th Olympia, Washington
Dale Hume	525 So. Washington Street Olympia, Washington

Article X
DISSOLUTION

In the event of dissolution, the assets of the corporation shall be applied first to the discharge and satisfaction of all outstanding obligations and liabilities of the corporation, and the remaining assets of the corporation after payment of such obligations and liabilities shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, non-profit, or philanthropic organizations to be selected by the Board of Directors.

ROD MORELAND

JERRY CRAIG

DALE HUME

State of Washington
County of Thurston

Subscribed and sworn to before me this 2nd day of August 1973

Notary Public residing at Olympia
Washington Commission expires August
19, 1974

PEBBLES, SWANSON & LINDSKOG
Attorneys at Law
202-212 Security Building
Olympia, Washington 98501

COPY

FILED

APR 1 1983

SECRETARY OF STATE
STATE OF WASHINGTON

Pursuant to the provisions of RCW 24.03 of the Washington Non-Profit Corporation Act, the undersigned adopts the following articles of amendment to the articles of incorporation.

(1) The name of the corporation is Olympia Area Visitor-Convention Bureau

(2) The following amendment(s) to the articles of incorporation were adopted on February 11th, 1983.

ARTICLE 1 - Changing name to the Olympia-Lacey-Tumwater Visitor Convention Bureau.

On February 11th, 1983, the Olympia Area Visitor and Convention Bureau met for their monthly Board of Director's Meeting. During this meeting it was voted unanimously by a 2/3 majority of the board that the name be officially changed to the Olympia-Lacey-Tumwater Visitor Convention Bureau. The members having no voting rights.

[signature] V.P.
Signature and title of President or Vice President

[signature] Treasurer
Signature and title of Secretary or Treasurer

State of Washington

County of Thurston

The undersigned, a notary public, in and for the state and county above set forth, hereby certifies that on February , 1983, personally appeared before me [signature] who, being by me first duly sworn, declared that (s)he is the Vice President & Treasurer of the aforementioned corporation and that (s)he signed the foregoing document, and that the statements therein contained are true.

[signature]
Notary Public

Seal

COPY

2-231384-5
FILE NUMBER

DOMESTIC

STATE OF WASHINGTON | DEPARTMENT OF STATE

I, **RALPH MUNRO**, Secretary of State of the State of Washington and custodian of its seal, hereby certify that

ARTICLES OF AMENDMENT TO
ARTICLES OF INCORPORATION

of OLYMPIA AREA VISITOR-CONVENTION BUREAU

a domestic corporation of Olympia, Washington,

Changing name to OLYMPIA-LACEY-TUMWATER VISITOR CONVENTION BUREAU

was filed for record in this office on this date, and I further certify that such Articles remain on file in this office.

In witness whereof I have signed and have affixed the seal of the State of Washington to this certificate at Olympia, the State Capitol,

April 1, 1983.

RALPH MUNRO

COPY

RALPH MUNRO
SECRETARY OF STATE

SSF-57-A (11-70) -111-

RCVD 08/31/2022 1:13PM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Tuwmater Soccer Club — Organization/Agency Name
03-050999 — Federal Tax ID Number
Wayne Graham — Contact Name
Vice-President — Title
PO Box 14304 — Mailing Address
tuwmater — City; wa — State; 14304 — Zip
360-688-9951 — Phone
tumwatersoccerclub.org — Website
tumwatersoccerclub@gmail.com — Email Address

☐ Tourism Promotion/Marketing Activities ☒ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $15000 Total Project / Event Budget: $40,000

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

Longest running recreational youth soccer tournament in the state drawing teams from throughout the sate

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 44 number of years

Kick in the Grass — Name of Event/Festival
Tumwater soccer fields — Location
July 21-23, 2023 — Date of Event/Festival

CERTIFICATION

I hereby state on behalf of Wayne Graham that the:
Organization/Agency Name

Applicant is: ☒ Nonprofit ☐ For Profit ☐ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Wayne M. Graham — Name and Title
Wayne M Graham — Signature
August 29, 2022 — Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   We offer a 3-day youth soccer tournament focusing on recreational level teams which is our Club's primary fundraiser which allows us to offer affordable soccer opportunities to local soccer children in the Tumwatere School District. We have both boys and girls teams ranging in ages from 8 years old to 18. Offering the tournament experience to teams that don't normally compete at the tournament level.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

   The lodging tax funds are crucial to our Club's ability to offset the costs associated with running and coordinating a soccer tournament. These costs include field rentals, equipment expenditures, referee fees, tournament costs and awards.

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

   Continue to modify our tournament post-COVID to increase the number of teams that will attend next year.

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   We have a number of volunteers who commit time in the coordination, planning and managing the event. We had between 15-20 volunteers with at well over 300 total hours of volunteer time

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   No

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   No. Our tournament is focused on our home town

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   The requested funds of $14,000 would cover approximately 30% of the proected tournament expenses

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   We had a total of 56 teams this year in the tournament with each team consisting of 12-18 players and 31 of these teams traveled more than 30 miles to attend the tournament. We had teams from Lake Stevens, Bremerton, Port Orchard, Kelso, Silverdale, Edgewood, Longview, Seabeck, Port Angeles. as well as other

locations. Our experience post -COVID was that each player was accompanied by a minimum of 4-5 family members as many had not had the opportunity to see loved ones competing during the pandemic. The amount of vehicles, especially out at the Capital Soccer Complex was signficant as were the number of spectators around the fields. We inform the local businesses of the increased amount of customers and know that many of our participants stay in Tumwater hotels and eat in Tumwater restaurants.

8. How broad-based will the tourism promotion benefit be geographically and economically?

   We had two venues this year, the Tumwater Pionner Park facility and the Capital Soccer Complex. The parking lots were full over the three days with players, coaches, parents and fans. We hope to increase the nubmer of teams participating next year and return to Tumwater School District fields.

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

   We would be able to continue to better advertise the tournament outside of Thurston County to increase the number of teams coming from neighboring counties.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

    a) Staying overnight in paid accommodations away from their place of residence or business — 1300

    b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 0

    c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 1500

    d) Attending but not included in one of the three categories above (a. b. and c.) — 3200

    e) Total number of hotel rooms / room nights generated in Tumwater — 650 / 2
    # Rooms **#Nights**

    f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 0

    g) Overall attendance — 6000

    h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

    These numbers are a combined estimate from the 2022 tournament and 2021 participation. We are aware of the teams place of origin for travel based on registration information. We inquire on whether the traveling teams will be staying in local hotels. We use this information to estimate the number of participants staying locally in our hotels and the number of room nights. Again, all of our tournament sites were in the City of Tumwater.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

    Please see 10_h

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

    We will post local hotel information on our website to teams can see what local hotel options are available to them and which hotels the Tumwater Soccer Club recommends. Next year we will include that information in our registration materials as well as promoting it on our website

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

    We provide community information to our tournament participants. We have game scheduled over the three day weekend with games scheduled at least three hours apart and only two games on a particular day which gives attendees an opportunity to explore our community. We will also seek to provide this information, with coordination with the City of Tumwater, on our registration materials for next year.

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
    For example: how do you intend to alternatively fund your program / which services will not happen?

    The lodging tax funds are crucial for a non-proift youth soccer club like Tumwater Soccer Club in providing us the financial stability to continue this long running tournament as well as our focused goal of keeping our club's registration fees down for our local soccer teams. Our Club's primary goal is to provide affordable soccer opportunties to the youth in the Tumwater Community. The Kick in the Grass tournament is our Club's primary fund raising opportunity and if we are not able to continue sponsoring the tournament in the future, it would result in higher fees for our Club's youth teams and potentially not being able to provide a soccer playing opportunity to the youth in our community.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

    Our tournament is reliant on long standing relationships with the City of Tumwater Parks and Recreation departments, the Tumwater School District and the Capital Soccer Fields. Our volunteers come from various members of our local soccer community along with Tumwater Soccer Club members and their families

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

    The Kick in the Grass tournament is the longer running soccer tournament in Washington State. It has a long standing history that clubs return to our community year and years. Our tounament is also one of the most affordable state sanctioned tournaments in the State which allows teams to enjoy a tournament experience that might not otherwise be able to. This is a pirmary draw for smaller clubs and teams that may not have the

funds to paricipate at tournaments that are hosted in larger cities. Our tournament provides an opportunity for teams to visit our community who enjoy the feel of a small-town community while enjoying the experience of a larger tournament. The overall reaction from teams that participated was amazingly positive from the quality of the fields to the coordination of the tournament and the facilities that were provided. The KITG tournament is an annual event that parents of the youth who participate remember playing in. That is a history and legacy that needs to be preserved.

Lodging Tax Budget Form

Lodging Tax Applicant: Tumwater Soccer club

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		
Admission:		$33,000.00
Reserves:		
Donations/Contributions:		
Grants:		
Program Service Fees:		
In-kind Donations:		
Gift Shop:		
Vendor Fees:		$5,000.00
Fundraising Activities:		
City of Lacey Lodging Tax:		
City of Olympia Lodging Tax:		
City of Tumwater Lodging Tax:		$14,000.00
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)		
Other Source:		
Other Source:		
Other Source:		
TOTAL REVENUE:		**$52,000.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		
Administration: (utilities, phone, etc.)		$2,000.00
Marketing and Promotion:		$1,000.00
Professional / Consultant Fees:		
Equipment:		$3,000.00
Facility / Event Venue Rental:		$10,000.00
Travel: (please specify)		
All Other Expenses: (please specify)	Referres	$15,000.00
Other Expense:	Awards	$5,000.00
Other Expense:		
Other Expense:		

TOTAL EXPENSES:	**$36,000.00**
PROGRAM EXCESS (DEFICIT):	**$16,000.00**

INVOICE

CITY OF TUMWATER
TOURISM/LODGING TAX PROGRAM FUNDING

CONTACT PERSON:_Levi Clemmens_____ Employer Identification Number:_602275169_____

AGENCY: _Tumwater Soccer Club_____ DATE: _10/22/2021_____

ADDRESS_PO Box 14304_____ PHONE: _360-584-0008_____

_Tumwater, WA 98511-4304_____ EMAIL:_tumwatersoccerclub@gmail.com____

Proof of Payment Must Be Attached

The agency identified above provided the following services to the City of Tumwater to promote tourism (see RCW 67.28.080).

Services Provided (Scope of Services/Exhibit A)	Date(s) Provided	Cost (Itemized)
Field Rental - Capital Soccer Fields	July 24, 2021	$1,590
Field Rental - City of Tumwater	July 24, 2021	$ 930
Referee Fees	July 24, 2021	$6,780

TOTAL AMOUNT REQUESTED: $____9,300_____

AFFIDAVIT OF VERIFICATION

I, the undersigned, do hereby certify under penalty of perjury that materials have been furnished, the services rendered or the labor performed as described herein (and as outlined in the Scope of Services attached as Exhibit A in the contract document), and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify said claim.

SIGNATURE

President

TITLE

Please mail this invoice to:
Hanna M. Miles
Executive Department
555 Israel Road SW
Tumwater, WA 98501
Phone: (360) 754-4120

Tumwater Soccer Club

Scope of Services – Exhibit A

2022

As outlined in our 2022 Lodging Tax Application, funds will be used to offset some of the costs associated with running the Kick In The Grass soccer tournament. These event costs include:

- Field Rental
- Equipment Purchase
- Referee Fees
- Tournament Awards

Received: 9/1/2022

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: Tumwater Soccer Club

Submitted By: Wayne Graham Date: 8/31/2022

Email Address: tumwatersoccerclub@gmail.com Phone: 360-584-0008

This Report Covers:

Activity Name: 43rd Annual Kick in the Grass Soccer Tournamnet

Activity Type: ☒ Special Event/Festival ☐ Marketing/Tourism Promotion Agency ☐ Facility

Activity Start Date: 7/22/2022 Activity End Date: 7/24/2022

Total Activity Cost: $37,000.00

Total amount of Tumwater lodging tax funds requested: $14,000.00

Total amount of Tumwater lodging tax funds expended: $11,100

Total amount of lodging tax funds expended from all jurisdictions: $9,650.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	6,000
		ACTUAL (ESTIMATED):	3640
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD: 56 teams participated in the Tournament Number of players = number of teams X 18 players per Team Number of coaches= number of teams X 2 Coaches per Team Numbe of spectators = number of players X 3.5 Spectators per player		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	2,000
		ACTUAL (ESTIMATED):	2015
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: 31 Teams traveled more than 50 miles to participate in the tournament. Number of players, coaches, and spectators was calculated as shown above in the Overall Attendance Section		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD:		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	1,300
		ACTUAL (ESTIMATED):	957
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: During registration we inquire on which teams would be staying overnight in local hotel accommodations. 15 teams indicated they would be staying overnight. Number of players, coaches and spectators was calculated as shown above in the Overall Attendance Section		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	2,700
		ACTUAL (ESTIMATED):	2,860
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Overall attendance minus those that indicating they would be seeking overnight accommodations		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more*	PREDICTED:	650
		ACTUAL (ESTIMATED):	600

	persons occupying one room for one night); and the method used to determine attendance		
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: 15 teams indicated they would seek overnight accommodations. The number reported is the sum of the estimated number of players and coaches on these teams x 2 nights @ an average of 2 persons per room The Club feels that this is a conservative estimate based on the number of spectators that attended this years tournament		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

We heard some concern about being able to locate hotel accommodations in the areas around the fields as many hotels were operating at or near capacity.

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

We weren't sure. Post-Pandemic estimates are difficult given different ways of reacting to restrictions or safety suggestions. Our experience was that many more spectators came out to watch the kids play soccer. Grandparents, extended family and friends. Our expectations on the number of spectators was easily surpassed as many of those in attendance were grateful to again watch soccer and apprecaited our tournament.

Did you complete all of the items on your Scope of Services consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

The Club was able to complete all of the Scope of Work obligations

What expenses did you pay using Tumwater Lodging Tax funds?

Lodging tax funds were used to pay for equipment, referee fees and field rental expenses

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

We hope to advertise the event earlier, reaching out to Washington Youth Soccer and promoting our tournament statewide as early as possible as well as specifically reaching out to Soccer Club's in other communities to make sure they are aware of this tournament opportunity and to place it on their summer schedules. In so doing, we hope to better advertise our community tourist options, Tumwater hotel accommodations and restarants with an increased focus on both our tournament materials as well as our webpage. At one point the KITG tournament had over 130+ teams so we are hoping that as the pandemic continues to loosen its grip on our society, more teams will be interested in engaging in tournament soccer again. Tumwater is OUR community and this tournament allows visitors to participate to a top-level youth soccer tournament and then hopefully look around and realize all that Tumwater has to offer while they are here with us.

Tumwater Soccer Club
Profit & Loss
January through December 2021

		Jan - Dec 21
Player Fees Rec		
JSP Director Stipend - Fall	4,040.00	
Registar/ Admin Stipend -Spring	3,720.00	
Registar/Admin Stipend - Fall	2,245.00	
Registar/Admin Stipend - Summer	2,295.00	
TCYSA Fees - Fall	2,830.50	
TCYSA Fees - Spring	3,281.00	
TCYSA Fees - Summer	2,796.50	
WYS - Fall Fees	6,688.99	
WYS - Spring Fees	3,604.75	
Total Player Fees Rec		31,501.74
Referee Fees		
Referee Fall Fees	6,750.36	
Referee Spring Fees	3,558.02	
Referee Summer Fees	6,697.07	
Total Referee Fees		17,005.45
Refunds		
Refunds rec		
Refund Fall	263.50	
Refund Summer	216.54	
Total Refunds rec	480.04	
Total Refunds		480.04
Team Stipend rec		1,050.00
Total Rec Program Expenses		81,694.26
Total Expense		119,531.22
Net Ordinary Income		2,868.95
Other Income/Expense		
Other Income		
Interest Earned		41.06
Total Other Income		41.06
Net Other Income		41.06
Net Income		**2,910.01**



P. O. Box 14304 Tumwater, WA 98511
www.tumwatersoccerclub.org

Board of Directors

President: Meagan Edwards

1st Vice President: Ben Briggs

2nd Vice President of Administration: Wayne Graham

2nd Vice-President of Property: John Kaikkonen

Director of Competition and Development: Josh Dube

Secretary: Ashley Clark

Treasurer: Tabitha Townsend

Club Manager: Tiffany Leone

Form **990** (Rev. January 2020)
Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

A For the 2019 calendar year, or tax year beginning , and ending

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/ terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization: TUMWATER SOCCER CLUB

Doing business as:

Number and street (or P.O. box if mail is not delivered to street address): PO BOX 14304

Room/suite:

City or town, state or province, country, and ZIP or foreign postal code: TUMWATER WA 98511-4304

D Employer identification number: 03-0509999

E Telephone number:

G Gross receipts$ 163,958

F Name and address of principal officer:
MARK HUEGEL
PO BOX 14304
TUMWATER WA 98511

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ WWW.TUMWATERSOCCERCLUB.ORG

H(c) Group exemption number ▶

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation: 1989

M State of legal domicile: WA

Part I Summary

1 Briefly describe the organization's mission or most significant activities:
ORGANIZE RECREATIONAL SOCCER PROGRAMS FOR YOUTH.

2 Check this box ▶ ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a)	3	9
4 Number of independent voting members of the governing body (Part VI, line 1b)	4	9
5 Total number of individuals employed in calendar year 2019 (Part V, line 2a)	5	0
6 Total number of volunteers (estimate if necessary)	6	120
7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, line 39	7b	0

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	22,762	21,761
9 Program service revenue (Part VIII, line 2g)	139,938	141,579
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	92	185
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	488	433
12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	163,280	163,958
13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)	11,010	5,000
14 Benefits paid to or for members (Part IX, column (A), line 4)		0
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)		0
16a Professional fundraising fees (Part IX, column (A), line 11e)		0
b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0		
17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	150,226	141,412
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	161,236	146,412
19 Revenue less expenses. Subtract line 18 from line 12	2,044	17,546

	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)	1,040	18,586
21 Total liabilities (Part X, line 26)	0	0
22 Net assets or fund balances. Subtract line 21 from line 20	1,040	18,586

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ Signature of officer — Date

▶ MICKEY HUYNH TREASURER
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
JOANNE KRUSZ, CPA		03/19/21		P00676843

Firm's name ▶ STRADERHALLETT PS — Firm's EIN ▶ 91-1197940

Firm's address ▶ 5209 CORPORATE CENTER CT SE LACEY, WA 98503 — Phone no. 360-456-2100

May the IRS discuss this return with the preparer shown above? (see instructions) ☐ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions. Form **990** (2019)

DAA

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III ☐

1 Briefly describe the organization's mission:

ORGANIZE RECREATIONAL SOCCER PROGRAMS FOR YOUTH.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 140,012 including grants of $) (Revenue $ 141,579)

ORGANIZE RECREATIONAL SOCCER PROGRAMS FOR YOUTH.

4b (Code:) (Expenses $ 5,000 including grants of $ 5,000) (Revenue $)

COLLEGE SCHOLARSHIPS FOR YOUTH PARTICIPATING IN TUMWATER SOCCER CLUB.

4c (Code:) (Expenses $ including grants of $) (Revenue $)

N/A

4d Other program services (Describe on Schedule O.)

(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses ▶ 145,012

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors* (see instructions)?	2		X
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a		X
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e		X
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I* (see instructions)	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O.	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a	0		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c			

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return 2a 0			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b		
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file* (see instructions)			
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b	If "Yes," enter the name of the foreign country ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	5a		X
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5b		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5c		
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?			
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7	**Organizations that may receive deductible contributions under section 170(c).**			
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	7a		
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		
d	If "Yes," indicate the number of Forms 8282 filed during the year 7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9	**Sponsoring organizations maintaining donor advised funds.**			
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10	**Section 501(c)(7) organizations.** Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12 10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities 10b			
11	**Section 501(c)(12) organizations.** Enter:			
a	Gross income from members or shareholders 11a			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year 12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**			
a	Is the organization licensed to issue qualified health plans in more than one state?	13a		
	Note: See the instructions for additional information the organization must report on Schedule O.			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans 13b			
c	Enter the amount of reserves on hand 13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X

Part VI Governance, Management, and Disclosure *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI ☒

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	9		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	9		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a		X
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b		
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this was done*	12c		
13	Did the organization have a written whistleblower policy?	13		X
14	Did the organization have a written document retention and destruction policy?	14		X
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a		X
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ NONE

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☐ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records ▶

MICHELLE MCLAIN PO BOX 14304

TUMWATER WA 98511 360-359-3799

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See instructions for the order in which to list the persons above.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) MARK HUEGEL	5.00									
PRESIDENT	0.00	X		X				0	0	0
(2) WAYNE GRAHAM	5.00									
2ND VP OF ADMIN	0.00	X		X				0	0	0
(3) MEAGAN EDWARDS	5.00									
2ND VP (FIELDS)	0.00	X		X				0	0	0
(4) THOMAS WINTERS	5.00									
2ND VP (PROPERTY)	0.00	X		X				0	0	0
(5) KURT GRESS	5.00									
DIRECTOR OF COMP/DEV	0.00	X		X				0	0	0
(6) LEVI CLEMMENS	5.00									
SECRETARY	0.00	X		X				0	0	0
(7) MICHELLE MCLAIN	5.00									
TREASURER	0.00	X		X				0	0	0
(8) TIFFANY LEONE	5.00									
REGISTRAR	0.00	X		X				0	0	0
(9) MICHAEL RATHBUN	5.00									
KITG DIRECTOR	0.00	X		X				0	0	0
(10)										
(11)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal ▶										
c Total from continuation sheets to Part VII, Section A ▶										
d Total (add lines 1b and 1c) ▶										

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶ 0

		Yes	No
3	Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*		X
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e					
	f All other contributions, gifts, grants, and similar amounts not included above	1f	21,761				
	g Noncash contributions included in lines 1a-1f	1g	$				
	h **Total.** Add lines 1a–1f			21,761			
Program Service Revenue		Business Code					
	2a PROGRAM REVENUE	900099		141,579	141,579		
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g **Total.** Add lines 2a–2f			141,579			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			185			185
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
			(i) Real / (ii) Personal				
	6a Gross rents	6a					
	b Less: rental expenses	6b					
	c Rental inc. or (loss)	6c					
	d Net rental income or (loss)						
			(i) Securities / (ii) Other				
	7a Gross amount from sales of assets other than inventory	7a					
	b Less: cost or other basis and sales exps.	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss)						
	8a Gross income from fundraising events (not including $ of contributions reported on line 1c). See Part IV, line 18	8a					
	b Less: direct expenses	8b					
	c Net income or (loss) from fundraising events						
	9a Gross income from gaming activities. See Part IV, line 19	9a					
	b Less: direct expenses	9b					
	c Net income or (loss) from gaming activities						
	10a Gross sales of inventory, less returns and allowances	10a					
	b Less: cost of goods sold	10b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code					
	11a MISCELLANEOUS INCOME	900099		433	433		
	b						
	c						
	d All other revenue						
	e **Total.** Add lines 11a–11d			433			
	12 **Total revenue.** See instructions			163,958	142,012	0	185

DAA

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	5,000	5,000		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	1,400		1,400	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion				
13 Office expenses	4,759	4,759		
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel	3,653	3,653		
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a RECREATION PROGRAM EXPENS	71,145	71,145		
b KICK IN THE GRASS PROGRAM	47,998	47,998		
c REFUNDS REC	5,763	5,763		
d JUNIOR SOCCER PROGRAM EQU	4,039	4,039		
e All other expenses	2,655	2,655		
25 **Total functional expenses.** Add lines 1 through 24e	146,412	145,012	1,400	0
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing	39	1	17,580
	2	Savings and temporary cash investments	1,001	2	1,006
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net		4	
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges		9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a			
	b	Less: accumulated depreciation — 10b		10c	
	11	Investments—publicly traded securities		11	
	12	Investments—other securities. See Part IV, line 11		12	
	13	Investments—program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11		15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)	1,040	16	18,586
Liabilities	17	Accounts payable and accrued expenses		17	
	18	Grants payable		18	
	19	Deferred revenue		19	
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26	**Total liabilities.** Add lines 17 through 25	0	26	0
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ▶ ☐ and complete lines 27, 28, 32, and 33.**			
	27	Net assets without donor restrictions		27	
	28	Net assets with donor restrictions		28	
		Organizations that do not follow FASB ASC 958, check here ▶ ☒ and complete lines 29 through 33.			
	29	Capital stock or trust principal, or current funds		29	
	30	Paid-in or capital surplus, or land, building, or equipment fund		30	
	31	Retained earnings, endowment, accumulated income, or other funds	1,040	31	18,586
	32	Total net assets or fund balances	1,040	32	18,586
	33	Total liabilities and net assets/fund balances	1,040	33	18,586

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	163,958
2	Total expenses (must equal Part IX, column (A), line 25)	2	146,412
3	Revenue less expenses. Subtract line 2 from line 1	3	17,546
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	1,040
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	18,586

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☒ Cash ☐ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b		X
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization: TUMWATER SOCCER CLUB

Employer identification number: 03-0509999

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:

10 ☒ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 **Total support.** Add lines 7 through 10						

12 Gross receipts from related activities, etc. (see instructions) 12

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f)) 14 %

15 Public support percentage from 2018 Schedule A, Part II, line 14 15 %

16a **33 1/3% support test—2019.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33 1/3% support test—2018.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

17a **10%-facts-and-circumstances test—2019.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐

b **10%-facts-and-circumstances test—2018.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions. and membership fees received. (Do not include any "unusual grants.")	131,759	146,972	143,798	22,762	21,761	467,052
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose				140,426	142,012	282,438
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5	131,759	146,972	143,798	163,188	163,773	749,490
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						749,490

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
9 Amounts from line 6	131,759	146,972	143,798	163,188	163,773	749,490
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	191	268	170	92	185	906
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	191	268	170	92	185	906
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)	131,950	147,240	143,968	163,280	163,958	750,396

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15	Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f))	15	99.88 %
16	Public support percentage from 2018 Schedule A, Part III, line 15	16	99.87 %

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2019** (line 10c, column (f), divided by line 13, column (f))	17	%
18	Investment income percentage from **2018** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests—2019.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☒

b **33 1/3% support tests—2018.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in* ***Part VI*** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* ***Part VI*** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer (b) and (c) below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in* ***Part VI*** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* ***Part VI*** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in* ***Part VI*** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in* ***Part VI*** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in* ***Part VI,*** *including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in* ***Part VI.***	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in* ***Part VI.***	9a		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in* ***Part VI.***	9b		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in* ***Part VI.***	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?	11a		
b	A family member of a person described in (a) above?	11b		
c	A 35% controlled entity of a person described in (a) or (b) above? *If "Yes" to a, b, or c, provide detail in* ***Part VI.***	11c		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? *If "No," describe in* ***Part VI*** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	1		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* ***Part VI*** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	2		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* ***Part VI*** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	1		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* ***Part VI*** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	2		
3	By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* ***Part VI*** *the role the organization's supported organizations played in this regard.*	3		

Section E. Type III Functionally-Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (****see instructions****).*

- a ☐ The organization satisfied the Activities Test. *Complete* ***line 2*** *below.*
- b ☐ The organization is the parent of each of its supported organizations. *Complete* ***line 3*** *below.*
- c ☐ The organization supported a governmental entity. *Describe in* ***Part VI*** *how you supported a government entity (see instructions).*

			Yes	No
2	Activities Test. ***Answer (a) and (b) below.***			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* ***Part VI identify those supported organizations and explain*** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	2a		
b	Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* ***Part VI*** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	2b		
3	Parent of Supported Organizations. ***Answer (a) and (b) below.***			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *Provide details in* ***Part VI.***	3a		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* ***Part VI*** *the role played by the organization in this regard.*	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1		
2 Recoveries of prior-year distributions	2		
3 Other gross income (see instructions)	3		
4 Add lines 1 through 3.	4		
5 Depreciation and depletion	5		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7 Other expenses (see instructions)	7		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	8		

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	1a		
b Average monthly cash balances	1b		
c Fair market value of other non-exempt-use assets	1c		
d **Total** (add lines 1a, 1b, and 1c)	1d		
e **Discount** claimed for blockage or other factors (explain in detail in **Part VI**):			
2 Acquisition indebtedness applicable to non-exempt-use assets	2		
3 Subtract line 2 from line 1d.	3		
4 Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6 Multiply line 5 by .035.	6		
7 Recoveries of prior-year distributions	7		
8 **Minimum Asset Amount** (add line 7 to line 6)	8		

Section C - Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, Column A)	1		
2 Enter 85% of line 1.	2		
3 Minimum asset amount for prior year (from Section B, line 8, Column A)	3		
4 Enter greater of line 2 or line 3.	4		
5 Income tax imposed in prior year	5		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	
4	Amounts paid to acquire exempt-use assets	
5	Qualified set-aside amounts (prior IRS approval required)	
6	Other distributions (describe in **Part VI**). See instructions.	
7	**Total annual distributions.** Add lines 1 through 6.	
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in **Part VI**). See instructions.	
9	Distributable amount for 2019 from Section C, line 6	
10	Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1	Distributable amount for 2019 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2019 (reasonable cause required-explain in **Part VI**). See instructions.			
3	Excess distributions carryover, if any, to 2019			
a	From 2014			
b	From 2015			
c	From 2016			
d	From 2017			
e	From 2018			
f	**Total** of lines 3a through e			
g	Applied to underdistributions of prior years			
h	Applied to 2019 distributable amount			
i	Carryover from 2014 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4	Distributions for 2019 from Section D, line 7: $			
a	Applied to underdistributions of prior years			
b	Applied to 2019 distributable amount			
c	Remainder. Subtract lines 4a and 4b from 4.			
5	Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in **Part VI**. See instructions.			
6	Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in **Part VI**. See instructions.			
7	**Excess distributions carryover to 2020.** Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2015			
b	Excess from 2016			
c	Excess from 2017			
d	Excess from 2018			
e	Excess from 2019			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization

TUMWATER SOCCER CLUB

Employer identification number

03-0509999

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990 TAX RETURN IS REVIEWED BY THE BOARD BEFORE FILING.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION GOVERNING DOCUMENTS ARE MADE AVAILABLE UPON REQUEST.

Form **990**

Two Year Comparison Report

For calendar year 2019, or tax year beginning , ending

2018 & 2019

Name

TUMWATER SOCCER CLUB

Taxpayer Identification Number

03-0509999

			2018	2019	Differences
Revenue	1. Contributions, gifts, grants	1.	22,762	21,761	-1,001
	2. Membership dues and assessments	2.			
	3. Government contributions and grants	3.			
	4. Program service revenue	4.	139,938	141,579	1,641
	5. Investment income	5.	92	185	93
	6. Proceeds from tax exempt bonds	6.			
	7. Net gain or (loss) from sale of assets other than inventory	7.			
	8. Net income or (loss) from fundraising events	8.			
	9. Net income or (loss) from gaming	9.			
	10. Net gain or (loss) on sales of inventory	10.			
	11. Other revenue	11.	488	433	-55
	12. **Total revenue.** Add lines 1 through 11	12.	163,280	163,958	678
Expenses	13. Grants and similar amounts paid	13.	11,010	5,000	-6,010
	14. Benefits paid to or for members	14.			
	15. Compensation of officers, directors, trustees, etc.	15.			
	16. Salaries, other compensation, and employee benefits	16.			
	17. Professional fundraising fees	17.			
	18. Other professional fees	18.	945	1,400	455
	19. Occupancy, rent, utilities, and maintenance	19.			
	20. Depreciation and Depletion	20.			
	21. Other expenses	21.	149,281	140,012	-9,269
	22. **Total expenses.** Add lines 13 through 21	22.	161,236	146,412	-14,824
	23. **Excess or (Deficit).** Subtract line 22 from line 12	23.	2,044	17,546	15,502
Other Information	24. Total exempt revenue	24.	163,280	163,958	678
	25. Total unrelated revenue	25.			
	26. Total excludable revenue	26.	140,518	142,197	1,679
	27. Total assets	27.	1,040	18,586	17,546
	28. Total liabilities	28.			
	29. Retained earnings	29.	1,040	18,586	17,546
	30. Number of voting members of governing body	30.	10	9	
	31. Number of independent voting members of governing body	31.	10	9	
	32. Number of employees	32.	0	0	
	33. Number of volunteers	33.	230	120	

Form 990	Tax Projection Worksheet	2019 & 2020

Name

TUMWATER SOCCER CLUB

Taxpayer Identification Number

03-0509999

			2019	2020	Differences
Revenue	1. Contributions, gifts, grants	1.	21,761	21,761	
	2. Membership dues and assessments	2.			
	3. Government contributions and grants	3.			
	4. Program service revenue	4.	141,579	141,579	
	5. Investment income	5.	185	185	
	6. Proceeds from tax exempt bonds	6.			
	7. Net gain or (loss) from sale of assets other than inventory	7.			
	8. Net income or (loss) from fundraising events	8.			
	9. Net income or (loss) from gaming	9.			
	10. Net gain or (loss) on sales of inventory	10.			
	11. Other revenue	11.	433	433	
	12. **Total revenue.** Add lines 1 through 11	12.	163,958	163,958	
Expenses	13. Grants and similar amounts paid	13.	5,000	5,000	
	14. Benefits paid to or for members	14.			
	15. Compensation of officers, directors, trustees, etc.	15.			
	16. Salaries, other compensation, and employee benefits	16.			
	17. Professional fundraising fees	17.			
	18. Other professional fees	18.	1,400	1,400	
	19. Occupancy, rent, utilities, and maintenance	19.			
	20. Depreciation and Depletion	20.			
	21. Other expenses	21.	140,012	140,012	
	22. **Total expenses.** Add lines 13 through 21	22.	146,412	146,412	
	23. **Excess or (Deficit).** Subtract line 22 from line 12	23.	17,546	17,546	
Other	24. Total exempt revenue	24.	163,958	163,958	
	25. Total unrelated revenue	25.			
	26. Total excludable revenue	26.	142,197	142,197	
	27. Total assets	27.	18,586	18,586	
	28. Total liabilities	28.			
	29. Retained earnings	29.	18,586	18,586	
	30. Number of voting members of governing body	30.	9	9	
	31. Number of independent voting members of governing body	31.	9	9	
	32. Number of employees	32.	0	0	
	33. Number of volunteers	33.	120	120	

Form **990** | **Tax Return History** | **2019**

Name: TUMWATER SOCCER CLUB

Employer Identification Number: 03-0509999

	2015	2016	2017	2018	2019	2020
Contributions, gifts, grants				22,762	21,761	21,761
Membership dues						
Program service revenue	131,814	145,459	143,798	139,938	141,579	141,579
Capital gain or loss						
Investment income	191	268	170	92	185	185
Fundraising revenue (income/loss)						
Gaming revenue (income/loss)						
Other revenue	110	1,513		488	433	433
Total revenue	132,115	147,240	143,968	163,280	163,958	163,958
Grants and similar amounts paid	4,000	3,500	18,048	11,010	5,000	5,000
Benefits paid to or for members						
Compensation of officers, etc.						
Other compensation						
Professional fees	1,850	6,870	935	945	1,400	1,400
Occupancy costs						
Depreciation and depletion						
Other expenses	114,152	139,007	176,580	149,281	140,012	140,012
Total expenses	120,002	149,377	195,563	161,236	146,412	146,412
Excess or (Deficit)	12,113	-2,137	-51,595	2,044	17,546	17,546
Total exempt revenue	132,115	147,240	143,968	163,280	163,958	163,958
Total unrelated revenue						
Total excludable revenue	132,115	147,240	143,968	140,518	142,197	142,197
Total Assets	52,728	50,591	13,450	1,040	18,586	18,586
Total Liabilities			14,454			
Net Fund Balances	52,728	50,591	-1,004	1,040	18,586	18,586

Federal Statements

Taxable Interest on Investments

Description	Amount	Unrelated Business	Exclusion Code	Postal Code	Acquired after 6/30/75	US Obs ($ or %)
INTEREST EARNED	$ 185		14			
TOTAL	$ 185					

Federal Statements

Form 990, Part IX, Line 24e - All Other Expenses

Description	Total Expenses	Program Service	Management & General	Fund Raising
MISCELLANEOUS EXPENSE	$ 1,355	$ 1,355	$	$
TOURNAMENT REGISTRATION	1,300	1,300		
TOTAL	$ 2,655	$ 2,655	$ 0	$ 0

Federal Statements

Schedule A, Part III, Line 1(e)

Description	Amount
KICK IN THE GRASS:VENDOR KITG INCOME	$ 6,743
TUMWATER BED TAX SUPPORT	8,755
DONATION INCOME	6,263
TOTAL	$ 21,761

Schedule A, Part III, Line 2(e)

Description	Amount
PROGRAM REVENUE	$ 141,579
MISCELLANEOUS INCOME	433
TOTAL	$ 142,012

Schedule A, Part III, Line 10a(e)

Description	Amount
INTEREST EARNED	$ 185
TOTAL	$ 185

5:15 AM
01/16/22
Cash Basis

Tumwater Soccer Club
Profit & Loss
January through December 2021

		Jan - Dec 21
Ordinary Income/Expense		
Income		
Kick In The Grass Income		
KITG Registration Fee	28,075.00	
KITG Vendor Income	4,824.17	
Total Kick In The Grass Income		32,899.17
Misc Income		9,651.00
Player Registrations Fee		
Fall Junior Soccer Registration	5,904.00	
Fall League Registration	23,449.50	
Spring Junior Soccer Reg.	5,375.00	
Spring League Registration	21,215.00	
Summer League Registration	23,906.50	
Total Player Registrations Fee		79,850.00
Total Income		122,400.17
Gross Profit		122,400.17
Expense		
Administrative		
Board Meeting	163.99	
Other Administrative		
Bank/Credit Card/Bonzi Fees	4,808.35	
Board Appreciation Gifts	200.00	
Licenses organization applicati	70.00	
Office Supplies	306.86	
Post Office box rental	146.00	
Total Other Administrative		5,531.21
Storage Rental rec		3,346.80
Web/Computer Services		
Domain name	977.64	
Total Web/Computer Services		977.64
Total Administrative		10,019.64
Donation		
College Scholarship	5,500.00	
Total Donation		5,500.00
Kick In the Grass Expenses		
Administration KITG	29.54	
Apparel KITG	984.00	
Awards KITG	3,330.90	
Equipment/supplies KITG	1,553.00	
Field Rental KITG	2,945.00	
Food KITG	376.69	
Garbage Pick - Up Contract Work	150.00	
Programs Printing KITG	200.00	
Referee KITG	9,239.59	
Registar Stipend	570.00	
Sanican Rental KITG	925.00	
Total Kick In the Grass Expenses		20,303.72
Miscellaneous Expense		2,013.60
Rec Program Expenses		
Equipment/Supplies rec	7,068.36	
Field Rental Fall	6,585.00	
Field Rental Spring	11,007.26	
Field Rental Summer	540.00	
JSP Equipment and T-shirts	6,456.41	

OFFICIAL BYLAWS OF THE TUMWATER SOCCER CLUB

(Amended and adopted November 15, 2005, amended Nov. 2013, amended Nov. 2014, March 2017, October 2019, January 2021)

Article 1: Name

This organization shall be known as the Tumwater Soccer Club herein after referred to as TSC. TSC is a non-profit organization established and existing under the laws of the State of Washington and shall not conduct any activities not permitted by an organization exempt from Federal income tax under Section 501(c)3 of the Internal Revenue Code.

Article 2: Affiliation

The Tumwater Soccer Club is a member of the Washington State Youth Soccer Association (hereafter referred to as Washington Youth Soccer), which in turn is a member of the United States Soccer Federation (USSF) and its affiliated entity, the United States Youth Soccer Association (hereafter referred to as US Youth Soccer). To the extent allowed under applicable Washington law, the articles of incorporation, bylaws, policies, and requirements of the USSF, US Youth Soccer, and Washington Youth Soccer shall prevail over any contrary provision in these Bylaws or TSC policy.

Article 3: Purpose and Objectives

The purpose of the Tumwater Soccer Club is exclusively charitable and educational. Further, the purpose of TSC shall be to teach the game of soccer as defined in these Bylaws. The objectives of the TSC program are to:

1. Govern, organize, facilitate and promote all aspects of the game of soccer for youth under 19 years old, residing in the Tumwater School District, or areas within TCYSA not affiliated with another club.
2. Provide a program of well-organized, competitive athletics helping to develop the physical, emotional, and social stability of its members, and encourage volunteers to share their time and effort on behalf of TSC.
3. Assist with the identification and promotion of players with intermediate and higher skills to affiliated organizations that are dedicated to a level of competition greater than which TSC can provide.
4. Encourage academic excellence and promote continuing education through the TSC post-high school Scholarship Program.
5. Facilitate and promote the following activities:
    1. The education and training of players, coaches, and referees in the game of soccer.
    2. The acquisition, distribution, and management of: playing fields; equipment; supplies; and other material items, on behalf of registered teams.

3. The registration of players and teams.
4. The scheduling of league games.
5. The coordination of TSC rules, regulations, and activities with affiliated organizations.
6. The raising of funds needed to achieve the TSC objectives.
7. The sponsoring and holding of tournaments.

Article 4: Members

1. The membership of the Tumwater Soccer Club shall consist of:
   1. Members of the TSC Executive Board.
   2. Players, coaches, and parents of teams registered under TSC.
   3. Sponsors of a TSC registered team. Sponsors provide support for a specific team.
   4. TSC Boosters. Boosters support the activities of TSC but are not affiliated with a specific team.
5. All TSC members are required to abide by TSC Bylaws and Rules and Regulations. Failure to do so will be grounds for revocation of membership privileges by the Executive Board.
6. No group or individual shall be denied membership to TSC because of sex, race, color, ethnicity, creed, sexual orientation, national origin, socioeconomic status, veteran status, or disability.

Article 5: Control and Authority

1. TSC shall be an affiliated club of the Thurston County Youth Soccer Association (TCYSA).
2. TSC shall abide by and follow the Bylaws and Rules and Regulations of TCYSA, and Washington Youth Soccer.
3. Administration of TSC shall be vested in a body consisting of an Executive Board as described in Article 6.

Article 6: Officers

1. The officers of the Executive Board of TSC shall be (1) President, (2) First Vice President, (3) Second Vice President of Administration, (4) Second Vice President of Property, (5) Second Vice President of Fields (6) Director of Development and Competition, (7) Secretary, (8) Treasurer, (9) Registrar, and (10) Kick-in-the-Grass (KITG) Tournament Director. These officers shall be members of the Executive Board and perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by TSC.
2. The positions of President, First Vice President, Second Vice President of Administration, Second Vice President of Property, Second Vice President of Fields, Director of Development and Competition, Secretary, Treasurer, Registrar, and Kick-in-the-Grass (KITG) Tournament Director on the Executive Board shall be elected every two years at the Annual General Meeting as follows: the positions of President, Second Vice President of Administration, Director of Development and Competition, Treasurer, and KITG Director shall be elected on even-numbered years and the positions of First Vice President, Second Vice President of Property, Secretary, and Club Manager shall be elected on odd-numbered years.
3. The duties and responsibilities of the officers are as follows:
   1. **President**

1. Coordinate and supervise all activities of TSC and preside over all Executive Board meetings.
2. Develop an agenda for every Executive Board meeting.
3. Represent the Tumwater Soccer Club at TCYSA, and Washington Youth Soccer meetings.
4. Represent TSC in a liaison capacity in all matters related to public relations.
5. Appoint chairpersons of all committees.
6. Appoint people to fill vacant officer positions contingent on majority approval by the Executive Board.
7. Sign orders on the treasury.
8. Prepare, with the help of the TSC Treasurer and Finance Committee, and present the annual fiscal budget for the Tumwater Soccer Club.

2. **First Vice President**

1. Assume the President's duties in his/her absence.
2. Assist the President as needed.
3. Supervise the activities of the second vice presidents of TSC.
4. Sign orders on the treasury in the absence of the President.

3. **Second Vice President of Administration**

1. Chair the Auditing Committee.
2. Coordinate and performs special projects.
3. Administers the Annual Scholarship Program
4. Represents TSC with the Capital Soccer Fields Board of Directors

4. **Second Vice President of Property**

1. Allocate, check out, track, and check-in equipment, and other items provided to teams.
2. Recommend equipment purchases needed to conduct the activities of TSC.
3. Coordinate the marking and maintenance of fields used by TSC teams for practices, games, and club tournaments.
4. Manage storage facilities and all TSC owned items not checked out to teams.
5. Report on equipment owned by TSC.

6. **Director of Development and Competition**

1. Organize and coordinate coaches' and players' training with TCYSA's director of development as well as review and promote any age/ability appropriate coaching education promoted by WYS.
2. Plan, prepare, and coordinate with the club registar and the club president the preseason coaches meetings (3 per year, spring summer & fall) and be present at all three.
3. At each coach's meeting, cover specific topics for coaches to be ready for the upcoming season:
    1. Remind coaches of their positions as the leader of the team and sideline
    2. Provide instruction on how to coordinate parent meeting, establish a chain of communication and establish an acceptable social media policy
    3. Remind coaches of the responsibility needed to manager their sideline behavior during games

4. Provide insight to help coaches deal with any possible rule changes from TCYSA, WYS, or US Youth Soccer
5. Review the TSC and WYS coach's code of conduct
6. Review Risk Management and Safe Sports policies and procedures
7. Review TCYSA "Zero-Tolerance" policy toward treatment of referee and opponents

4. Be available to meet any coach at their practice or game to offer support and guidance for any soccer issue (on or off the field) that needs to be addressed.
5. Be responsible for the Junior Soccer Program (JSP), 6 wee spring session and 5 week fall session and all that is involved in organizing and running the program:
   1. Update curriculum with latest age appropriate training information from WYS and US Soccer
   2. Coordinate with VP of fields for JSP time and location reservations of fields
   3. Coordinate with registrar to recruit parents volunteer coaches
   4. Coordinate with registrar to organize and schedule the volunteer coaches meeting prior to JSP starting
   5. Train parent volunteer coaches
   6. Be responsible for all equipment assigned/allocated for JSP
   7. Be responsible for set up all equipment at all JSP activates
6. Acquire and manage coaching and training manuals, videos, and other training aids.

7. **Secretary**

1. Record, prepare, and distribute minutes for all TSC meetings.
2. Maintain a record of all TSC correspondence issued under official TSC letterhead.
3. Provide notification of all Executive Board meetings.
4. Maintain TSC Bylaws, Rules and Regulations, and other documents.

8. **Treasurer**

1. Deposit all monies into a chartered bank account in the name of the Tumwater Soccer Club.
2. Keep financial records of all monetary transactions, including incoming and outgoing funds.
3. Maintain a checking account with signature authority with the President, First Vice President, KITG Tournament Director, and Second Vice President of Administration.
4. Report TSC financial status at each Executive Board meeting.
5. Assist on audits of TSC records.

9. **Club Manager**

1. Register and maintain records of teams, players, and coaches as per the guidelines established by TSC and TCYSA.
2. Coordinate registration activities with TCYSA and Washington Youth Soccer as required.
3. Maintain record of Risk Management status for all registered volunteers as required by TCYSA and Washington Youth Soccer. Including all Board Members, Coaches, Assistant Coaches, Manager, or any other individual over 18 years old who has or may have routine direct or indirect contact or influence on a youth player.
4. Register all participating teams in TSC sponsored tournaments and events.
5. Coordinate with the School District, Parks Department, and Capital Soccer Fields to reserve fields to be used by TSC teams for practices and games.
6. Assign fields to TSC teams for practices.

7. Coordinate with TCYSA for assignment of fields for TSC home games.
8. Actively manage field reservations during each season to optimize field usage and rental charges.
9. Assist in the marking and maintenance of fields used by TSC teams for practices and games.

10. **KITG Tournament Director**

1. Organize and coordinate all aspects of the annual Kick-in-the-Grass Tournament sponsored by TSC.
2. Sign orders on the treasury in the absence of the President.
3. The term of office for elected officers of the TSC Executive Board shall commence immediately upon election, and shall continue until the Annual General Meeting two years hence. Outgoing officers shall assist the successors for a period not to exceed two succeeding Executive Board meetings, in order to assure a smooth transition. All TSC officers are eligible for re-election to the same office at succeeding elections.
4. With the exception of the President of the Executive Board, vacancies occurring subsequent to the annual election shall be filled by a majority vote of a quorum of the Executive Board at a regular meeting or special meeting. In the event of the President's position becoming vacant, the First Vice President will fill the President's position if the First Vice President so desires the position. If the First Vice President does not desire the position, then it shall be filled as provided above for the other Executive Board positions. The term of office for officers elected by such election is the unexpired term of the vacated office.
5. Any member of the Board of Directors being absent from three (3) consecutive Board meetings, or being negligent in his/her responsibilities, or being in violation of the Washington Youth Soccer Code of Ethics, or combination thereof, may be subject to suspension or removal by a majority vote of the Executive Board.

Article 7: Executive Board

1. The officers of TSC and one representative of each TSC registered team shall constitute the Executive Board.
2. The President shall be the chairperson of the Executive Board.

3. The Executive Board shall have general supervision of the affairs of TSC, set the hour and place of meetings, and shall perform such duties as are specified in these Bylaws. None of the acts of the Executive Board shall conflict with the objectives of TSC.
4. Each person on the Executive Board shall have one vote on any matter brought forth during an Executive Board Meeting. The President shall cast a vote only in the event of a tie.
5. Each team shall provide a Team Representative for Executive Board Meetings. The Team Representative shall be the coach of the team or someone appointed by the coach. Any appointment by the coach must be in writing or verified by an officer of the Executive Board. Written notice or verification can take place at a meeting. Team Representatives are encouraged to attend all Executive Board and other meetings during the time the team is active.
6. Conflict of Interest: No elected member of the Executive Board of the Tumwater Soccer Club can receive monetary compensation, other than re-imbursement for out-of-pocket expenses, from the Club for duties related to their Board position or any other activities associated with the Club (e.g., coaching or training teams). Any potential conflict of interest by a Board member, or a family member of a Board member, shall be declared in a written disclosure statement to the Board of Directors, either voluntarily or upon the request to the Board. If a conflict of interest is evident, the Board shall disqualify that member's vote in all matters relating to the position or may require the resignation of the person from the Board of Directors contingent on a majority vote of the Board. (Article 7F added at the November 2006 Annual General Meeting).

Article 8: Committees

1. A Finance Committee composed of the Treasurer and at least one other Executive Board Member shall be appointed by the President promptly after conclusion of the fall season including Recreational Cup Play. It shall be the duty of the committee to prepare a budget for the next fiscal year and to submit it to the TSC Executive Board for approval prior to the start of any organized league play during the fiscal year.
2. An Auditing Committee of three Executive Board members Chaired by the Second Vice President of Administration shall:
    1. Audit the Treasurer's accounts at the close of the fiscal year and provide a report of its findings at the annual meeting.
    2. Audit the equipment and supplies inventory at the close of the fiscal year and provide a report of its findings at the annual meeting.
    3. Audit to ensure the existence of all records required by these Bylaws.
3. A Tournament Committee shall organize all aspects of the annual TSC "Kick-In-The-Grass" tournament under the direction of the KITG Tournament Director.
4. Such other committees, standing or special, as deemed necessary to carry on the work of TSC shall be appointed by the President or the Executive Board. The President shall be an *ex officio* member of all committees.

Article 9: Meetings

1. Annual General Meeting

An annual meeting shall be held in February or March each year before the start of spring season games. The AGM shall coincide with the Spring coaches meeting to ensure adequate participation by the club members. Notification of the time and place of the annual meeting shall be provided to all Executive Board members, coaches, and committee chairs at least 30 days prior to the meeting.

A quorum shall consist of *at least 50% of the filled positions of the Executive Board members, that minimum number must be current TSC officers*. In the event of a quorum failure, the meeting shall be rescheduled at a time and place designated by the President.

The annual meeting is open to all TSC members and visitors. Minutes from the annual general meeting shall be reviewed and approved at the first monthly executive board meeting following the annual general meeting.

The order of business for the annual meeting shall be as follows:

1. Roll Call
2. Officer and Committee reports
3. Unfinished business
4. Proposals
5. Bylaw changes
6. Summary of changes to TSC Rules and Regulations
7. Election of Officers
8. New business
9. Adjournment

10. Monthly Executive Board Meetings

Unless otherwise ordered by the Executive Board, a monthly meeting of the Executive Board shall be held from January through November inclusive except March due to the annual general meeting.

The order of business for the monthly Executive Board meetings shall be set by the President.

A quorum shall consist of *at least 50% of the filled positions of the officers of the Executive Board.*

Executive Board Meetings are open to all TSC members and visitors.

11. Special Executive Board meetings may be called by the President or shall be called upon the written request of three (3) members of the Executive Board. The purpose of the meeting shall be stated in the call. Timely notice of any Special Session shall be provided to all Executive Board officers and TSC coaches. Except in cases of emergency, at least three days' notice shall be given. Special Sessions are used for planning (e.g., setting agendas for subsequent meetings) and for the conduct of TSC business, which can not be deferred until a Monthly or an Annual General Meeting can be held. Special Executive Board meetings are not open to non-members of Tumwater Soccer Club, except by invitation of the Executive Board. Results of these sessions shall be presented to TSC and its membership at the monthly Executive Board meeting and/or at the TSC Annual General Meeting if determined pertinent to the agenda. A quorum shall consist of *at least 50% of the filled positions of the officers of the Executive Board.*

Article 10: Rules and Regulations

1. The Executive Board may make temporary rules or regulations governing specific cases or occasions not provided for in these Bylaws, but which may be necessary for achieving the objectives or conducting the business of TSC. Temporary rules or regulations so adopted will be put before the membership of TSC for approval or disapproval at the next scheduled Annual General Meeting or meeting of the Executive Board.
2. TSC shall follow the Rules and Regulations and other governing documents that are specified by TCYSA and Washington Youth Soccer. In areas of conflict, Washington Youth Soccer shall supersede TCYSA and TCYSA shall supersede the TSC.
3. TSC shall be authorized to create, modify, and remove rules and regulations that are needed to conduct its business and that are not specified by TCYSA or Washington Youth Soccer.
4. Each executive board member shall have one vote each on all decisions regarding changes to TSC Rules and Regulations. Rules and Regulations can be changed by a simple majority vote during any Executive Board meeting.
5. A summary of Rules and Regulation changes made during a fiscal year must be provided to the Executive Board at the Annual General Meeting.

Article 11: Background Checks

1. All TSC coaches, volunteers, Executive Board Officers, and Committee Chairpersons must receive clearance from the Washington Youth Soccer Risk Management Program.
2. The election or appointment of any TSC officer, chairperson, or coach will be official once there is on file with the TSC Secretary a completed Washington Youth Soccer Risk Management Clearance form.
3. Proof of risk management clearance will be provided at the request of any TSC, TCYSA, or Washington Youth Soccer official.

Article 12: Fiscal Year and Records

1. The fiscal year of the Tumwater Soccer Club shall run from January 1 through December 31 of any given year.
2. TSC shall keep complete and accurate records of its meetings, financial status, and bank records.
3. TSC shall comply with all TCYSA, Washington Youth Soccer, City, State, and Federal reporting and record keeping requirements.
4. TSC shall keep and make available the name, address, telephone number, and email address of all Executive Board Members, Coaches, Team Representatives, and Committee Members.
5. TSC shall keep and make available an inventory of all equipment and supplies.

Article 13: Paid Positions

1. TSC has the right to establish paid positions to meet the needs of TSC in accomplishing its goals and objectives. This includes, but is not limited to, a Club Manager. The Executive Board must approve the establishment of each paid position and a description of the duties and responsibilities of the position.
2. Any paid independent contractor of TSC cannot be a voting member of TSC.
3. An officer of the Executive Board shall be appointed as the supervisor of each paid independent contractor as determined by the Executive Board.
4. All paid positions must undergo an open recruitment process for hiring. The Executive Board has final approval of the hiring of the person to fill a position.
5. A contract specifying the duties and responsibilities of the position, and the level of compensation, must be developed for any paid position. Any contract cannot exceed a period of two (2) years.

Article 14: Fund Raising

The organizers of all fund raising activities, where TSC is represented, must obtain prior written approval signed by two Executive Board officers at least 14 days prior to the event.

Article 15: Parliamentary Authority

1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern TSC in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order TSC may adopt.

Article 16: Amendments of Bylaws

1. These Bylaws may be amended during the Annual General Meeting by a two-thirds majority vote of the Executive Board present at said Annual General Meeting, provided that the amendment has been submitted in writing at the previous regular meeting and a quorum of Executive Board officers is present.

Article 17: Dissolution

1. Should the Tumwater Soccer Club be dissolved, all monetary assets, equipment and supplies shall be turned over to the Thurston County Youth Soccer Association. In the event that both organizations no longer exist or do not qualify as 501(c)3 organizations, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future tax code. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Thurston County exclusively for such purposes or to such organizations as said Court shall determine which are organized and operated exclusively for such purposes.
2. The dissolution of the Tumwater Soccer Club shall be performed upon a two-thirds vote by a quorum of the Executive Board. Written notification of the intent to dissolve the Tumwater Soccer Club must be made to TCYSA and to TSC Executive Board members, coaches, and

committee chairs 90 days in advance of the action. TSC will also attempt to notify as many other current TSC members as possible 90 days in advance of the action.

APP

UNITED STATES OF AMERICA

The State of Washington

Secretary of State

I, SAM REED, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF INCORPORATION

to

TUMWATER SOCCER CLUB

A Washington Non-Profit Corporation. Articles of Incorporation were filed for record in this office on the date indicated below

UBI Number: 602 275 169

Date: February 28, 2003

Given under my hand and the Seal of the State of Washington at Olympia, the State Capital

Sam Reed
Secretary of State

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Validation
Val: 02/28/2003 - 242175
$50.00 on 02/28/2003
Check - 02/28/2003 - 2017

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FILED
SECRETARY OF STATE
FEB 28 2003
STATE OF WASHINGTON

ARTICLES OF INCORPORATION
Of
Tumwater Soccer Club

KNOW ALL MEN BY THESE PRESENTS:

That We, the undersigned, desiring to form a Non-Profit Corporation under and pursuant to the laws of the State of Washington, and for that purpose, do hereby adopt the following Articles of Incorporation.

ARTICLE 1

NAME: The name of the corporation is Tumwater Soccer Club.

ARTICLE 2

PRINCIPAL (REGISTERED) OFFICE: The principal (registered) office of this corporation is to be located at 10205 Coachman Lane SE, in the city of Tumwater, County of Thurston, State of Washington, 98501 and may transact its business and maintain offices for such purposes at such other places either within or without this State.

ARTICLE 3

PURPOSE: The purpose for which this corporation is organized is the transaction of any and all business for which non-profit corporations may be incorporated under the laws of this State, as then may be amended from time to time, except that said corporation is, organized exclusively for providing an educational recreational soccer venue for youth and young adults, within the meaning of Section 501(c)(3) of the internal Revenue Code of 1886, or the corresponding provisions of any future United States Internal Revenue Laws.

ARTICLE 4

SPECIFIC PURPOSE: The specific purpose for which this corporation is organized and intends actually to engage in this State, which shall not limit the character of the exempt activities which this corporation may ultimately conduct are as follows:

The purpose of Tumwater Soccer Club shall be to

1. Govern, organize, facilitate and promote all aspects of the game of soccer for youth under 19 years of age, residing in the Tumwater School District, or areas within WSYSA District 7 not affiliated with another club.
2. Provide a well organized, competitive athletics program helping to develop the physical, emotional, and social stability of it's members, and to encourage volunteers to share their time and effort on behalf of the Tumwater Soccer Club

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3. Assist with the identification and promotion of players with intermediate and higher skills to affiliated organizations that are dedicated to a level of competition greater than which Tumwater Soccer Club can provide.
4. The acquisition, distribution, and management of: playing fields; equipment; supplies; and other material items, on behalf of registered teams.
5. The registration of players and teams, and scheduling of league games.
6. Tumwater Soccer Club, being a member of Thurston County Youth Soccer Association, District 7 and Washington State Youth Soccer Association, will abide by and incorporate all directives, policies, rules and procedures applied by these governing bodies.
7. The raising of funds needed to achieve the Tumwater Soccer objectives.
8. The sponsorship, organization and running of tournaments.

The educational purposes of Tumwater Soccer Club shall be to:

1. The education and training of players, coaches, and referees in the game of soccer.
2. Teach through the game of soccer, sportsmanship, fair play, physical health and mental alertness.

Within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under said Section 501 (c) (3), or the corresponding provisions of any future United States Internal Revenue Laws.

ARTICLE 5

INCORPORATOR(S): The name and address of the incorporator of this corporation is:

Ken Phillipson
10205 Coachman Lane SE
Tumwater, WA 98501

ARTICLE 6

BOARD OF DIRECTORS: The business and affairs of this corporation shall be conducted by a Board of Directors who shall number not less than 7, nor more than 12 members. Said directors shall have the authority and power to increase or decrease the number of serving directors within the limits above provided. The Board may fill any vacancy that may occur on the Board pending the next annual meeting of the members. The person(s) appointed to serve on the Board of Directors may be appointed to serve as directors for any term of years, as stated in the By-Laws, which said term shall commence the date of appointment unless otherwise designated by the Board of Directors. The By-Laws shall specify the number of directors necessary to constitute a lawful quorum. The Board is authorized to make, adopt, alter or repeal the By-Laws of this corporation, or any article therein, provided that the Board of Directors follow the By-Laws of the corporation. The names and addresses of the persons who are

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appointed to serve as Directors of this corporation until the First Annual Meeting of the Board of Directors, or until their successors are elected and qualified, are:

Names	Address	City	State	Zip
Ken Phillipson	10205 Coachman Ln SE	Tumwater	WA	98501
Tony West	301 T Street	Tumwater	WA	98501
Joe Eads	1114 Central Street SE	Olympia	WA	98501
Gregory Hinkle	1598 Dahlia Ln #44-202	Tumwater	WA	98501
Bob Wohlers	1534 Vista Loop SW #303	Tumwater	WA	98501
Scott Rehm	7134 105th Ave SW	Olympia	WA	98512
Greg Bargmann	7421 Lords Ln SW	Olympia	WA	98512
Julie Hinkle	1598 Dahlia Ln #44-202	Tumwater	WA	98501

ARTICLE 7

LIMITATIONS: No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article 4 hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaigns on behalf of any candidate for public office. Notwithstanding any other provisions of these Articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in the furtherance of the purpose of this corporation.

ARTICLE 8

DISSOLUTION: In the event of a dissolution of this corporation, any assets remaining after payment to creditors shall be turned over to Thurston County Youth Soccer Association for disbursement to other Clubs which absorb former member teams of the dissolved Club, or other appropriate action. Physical assets of the Club shall be placed in trust with Thurston County Youth Soccer Association to be apportioned to other Clubs which absorb former member teams, for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding Section of any future Federal Code, or shall be distributed to the Federal Government for public purposes. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction in the County where the principal office of the corporation is then located, exclusively for such purposes or to such organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

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ARTICLE 9

PRIVATE PROPERTY: The private property of the directors, members (if any), officers, employees and agents of the corporation shall be forever exempt from any and all debts of every kind and nature incurred by the corporation and as authorized by the laws of this State.

ARTCLE 10

INDEMNIFICATION: The corporation shall indemnify every director, officer, employee and agent, or his or her heirs, executors and administrators against expenses reasonably incurred by him or her in connection with any action, suit or proceedings to which he or she may be a party by reason of his or her being, or have been a director, officer, employee or agent of the corporation, except in relation to those matters which he or she shall be adjudicated to be liable for negligence or misconduct. In the event of a settlement, indemnification shall be provided only in connection with such matter covered by the settlement as to which the indemnification shall not be exclusive of other rights to which he or she may be entitled. As used in this Article, expenses shall include amounts of judgments, penalties or fines rendered or levied against such director, officer, employee or agent, and the amounts paid in settlement by him or her shall have been first approved by the directors of this corporation.

ARTICLE 11

DIRECTOR'S LIABILITY: No director of this corporation shall be personally liable to the corporation for monetary damages for breach of fiduciary duty as a director, provided, however, that this Article shall not be construed as eliminating or limiting the liability of a director for one or more of the following acts namely: (1) A breach of duty of loyalty to the corporation, (2) Any acts or omissions which are not in good faith or which involve intentional misconduct or a knowing violation of the law, (3) The authorizing of an unlawful payment or distribution out of the corporate assets, (4) Any transaction made in the furtherance of the exempt purposes of the corporation which the director derived an improper personal benefit, or (5) Any act or acts that can be defined under the laws of this State as "Director Conflicts of Interest".

ARTICLE 12

ANNUAL MEETING: The annual meeting of the Board of Directors is to be held at a place within this State as fixed by the By-Laws.

ARTICLE 13

DURATION: The existence of this corporation shall be perpetual unless sooner terminated as provided for by law.

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ARTICLE 14

MEMBERSHIP PROVISIONS: The Corporation shall have one class of members. The designation of the class of members, all rights, privileges and voting powers shall be fixed by the By-Laws. The power to adopt, alter, amend or repeal the By-Laws shall be reserved to the voting members and the Board of Directors as stated in the By-Laws. The right of members to vote, may be limited, enlarged or denied to the extent provided in the By-Laws. Each voting member is entitled to one vote on each matter submitted to a vote of the members and the Board of Directors. A member entitled to vote may vote in person, or unless otherwise prohibited by the By-Laws, vote by proxy duly executed by the member or his or her duly authorized attorney-in-fact. Meetings of members shall be held at such place within the State in accordance with the By-Laws, or if such place is not provided, then all such meetings shall be held at the principal office of this corporation. An annual meeting of the voting members shall be held at such time and place as fixed by the By-Laws. At such meeting, the members shall elect directors to replace those directors whose terms expire on the date of such annual meeting, and conduct any other business that may lawfully come before the members for a vote. Such directors shall be elected by a simple majority of all members entitled to vote. Special meetings of the members may be called either by one-third (1/3) of the Board of Directors, or by at least one-tenth (1/10) of the voting members.

ARTICLE 15

FISCAL YEAR: The fiscal year of the corporation shall end on December 31st, of each year.

ARTICLE 16

STATUTORY (RESIDENT) (REGISTERED) AGENT: The name and address of the initial Statutory (Resident) (Registered) Agent of this corporation is:

Scott Rehm
7134 105th Ave SW
Tumwater WA, 98512

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ACKNOWLEDGMENT

State of Washington

County of Thurston

On this 13 day of FEB, 2003, before me, the undersigned, A Notary Public in and for the County of THURSTON, State of WASHINGTON, personally appeared Ken Phillipson & Scott Rehm, known to me to be the person whose name is subscribed to the foregoing ARTICLES OF INCORPORATION, and acknowledge to me that he/she executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official Seal.

MY COMMISSION EXPIRES: June 1, 05

Notary Public

CONSENT
OF
STATUTORY (REGISTERED) AGENT
For
Tumwater Soccer Club

~~X Individual~~ *I, Scott Rehm, the undersigned, whose address is 7134 105th Ave SW, Olympia, WA, 98512, having been appointed to act as Statutory (Registered) (Resident) Agent for Tumwater Soccer Club, a Washington Corporation, by these presents, hereby consent to act in that capacity until removal or resignation is submitted in accordance with the laws of the State of Washington.*

Date 2/13/03

Ken Phillipson
Signature of Incorporator

By: Scott E Rehm
Signature of Registered Agent

7134 105th Ave SW
Address

Olympia WA 98512
City / State / Zip Code

GREGORY D. KINKLE NOTARY PUBLIC STATE OF WASHINGTON COMMISSION EXPIRES 6-1-05

RCVD 08/31/2022 1:38PM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Tumwater Downtown Association — Organization/Agency Name
02-0572938 — Federal Tax ID Number

John Morton — Contact Name
President — Title

1950 Black Lake Blvd SW — Mailing Address
Tumwater — City
WA — State
98512 — Zip

360-705-9795 — Phone
Website
john@johnrmortoncpa.com — Email Address

☐ Tourism Promotion/Marketing Activities ☒ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $30,000.00 Total Project / Event Budget: $45,000.00

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

23rd Annual 4th of July Celebration for the City of Tumwater. The celebration will again include The Artesian Festival and Fireworks show that will be held at the Tumwater Valley Golf Course. This is the largest and most proftable single-day, family oriented event in our area.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 23 number of years

Name of Event/Festival	Location	Date of Event/Festival
Tumwater Artesian Festival	Tumwater Valley Golf Course	7/4/2023

CERTIFICATION

I hereby state on behalf of Tumwater Downtown Association that the:
Organization/Agency Name

Applicant is: ☒ Nonprofit ☐ For Profit ☐ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

John Morton		08/31/2022
Name and Title	Signature	Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   The purpose of our festival is to host a family oriented for the community to celebrate Independence Day and the City of Tumwater.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

   We will be using the Lodging Tax Funds for the direct costs associated with the fireworks show, children's activities and games, additional Festival entertainment as well as marking and promotion of the Artesian Festival.

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

   We will expand on the history and tradition of the Artesian Festival and we will continue to promote all aspects of the 4th of July Celebration. We will be expanding to include live music and entertainment at the festival.

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   We will have 100+ volunteers helping coordinate and assisting with the events of the day. We will have 1,500+ volunteer hours in total for planning, logistics and the running of the Festival. The volunteers represent the City of Tumwater, Tumwater Parks & Recreation, local businesses, community members and the Tumwater Downtown Association.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   No

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   No

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   100%

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

We believe the overall impact of tourism that the Festival creates is felt directly by the retail, food service, and lodging sectors. As a result of the increase in attendance, local businesses and the community as a whole will benefit from the tourism at the Festival.

8. How broad-based will the tourism promotion benefit be geographically and economically?

   We will expand our marketing efforts as we have in the past. We utilize direct mailings, flyers, magazines, website promotion, social media platforms, as well as radio advertising. We plan to continue market extensively in the greater Western Washington area.

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

   The lodging tax funds are vital to the existence of the Artesian Festival. Without these funds, the Artesian Festival will cease to exist.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

    a) Staying overnight in paid accommodations away from their place of residence or business — 25+

    b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 75

    c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 100

    d) Attending but not included in one of the three categories above (a. b. and c.) — 15,000+

    e) Total number of hotel rooms / room nights generated in Tumwater — 15 / 20
    # Rooms **#Nights**

    f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 40

    g) Overall attendance — 15,000+

    h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

    We collect data from Festival volunteers, parking attendants, entry forms and informal discussions with attendees.

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

We will continue to use Festival volunteers to collect data and track attendance. Logistically, we are unable to gather demographic information from all attendees. The information that is collected from the entry forms and contests provides us some valuable data.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

    We will continue to increase our marketing campaigns through all means available. We utilize local businesses and strategic partnerships to assist in the marketing as well.

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

    We will continue to promote the City of Tumwater similiarly as we have in past years. This will include all media platforms that are available to include print, social media and radio

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
    For example: how do you intend to alternatively fund your program / which services will not happen?

    We are currently in a difficult position due to COVID. Our donations and sponorships from local businesses has taken a significant hit. The support from the Lodging Tax is crucial to the rising costs of the Festival.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

    City of Tumwater Parks and Recreation
    Local businesses
    Local Non-Profit Organizations

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

    This will be our 23rd annual Artesian Festival. What starteed out primarily as a fireworks show has grown into Tumwater's largest single day family-oriented event. We are extremely proud of our history and the tradition that we have established. We are extremly thankful for the support of the City in helping us get to the point we are at.

    We are in a situation where the rising costs of the Festival have outpaced the support we have received from Lodging Tax funds. Every dollar we receive from LTAC goes directly to the Festival and the promotion of the City. We will continue to nurture the business relationships we have but the support is not the levels we previously had, which is putting the Festival into an extremely tight financial position.

    We hope to keep the Festvial going for many years to come and look forward to continuing the successul relationship we have with the City.

    We had our largest atteneded event this past year as many were happy to have the event available again. We were able to secure some one-time donations to help offset prior year losses which helped the Festival continue. We are excited about the future for the Festival.

Lodging Tax Budget Form

Lodging Tax Applicant: Tumwater Downtown Association

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		$30,500.00
Admission:		
Reserves:		
Donations/Contributions:		
Grants:		
Program Service Fees:		
In-kind Donations:		
Gift Shop:		
Vendor Fees:		
Fundraising Activities:		
City of Lacey Lodging Tax:		
City of Olympia Lodging Tax:		
City of Tumwater Lodging Tax:		$20,000.00
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)	Parking Revenue	$5,798.50
Other Source:		
Other Source:		
Other Source:		
TOTAL REVENUE:		**$56,298.50**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		
Administration: (utilities, phone, etc.)		
Marketing and Promotion:		$4,194.16
Professional / Consultant Fees:		
Equipment:		
Facility / Event Venue Rental:		
Travel: (please specify)		
All Other Expenses: (please specify)		
Other Expense:	Fireworks	$35,000.00
Other Expense:	Insurance	$408.40
Other Expense:		

TOTAL EXPENSES:	**$39,602.56**
PROGRAM EXCESS (DEFICIT):	**$16,695.94**

February 14, 2022

City of Tumwater Scope of Work – Exhibit A 2022

Tumwater Downtown Association will promote tourism to Tumwater by organizing and hosting the Artesian Festival.

Lodging Tax funds will be used for:

4th of July Fireworks Display
Marketing & Advertising
Day of event costs – children's activities, music, equipment rental, costs & supplies

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: Tumwater Downtown Association

Submitted By: John Morton, President Date: 8/19/2021

Email Address: john@johnrmortoncpa.com Phone: 360-705-9795

This Report Covers:

Activity Name: Tumwater Artesian Festival and Fireworks

Activity Type: ☒ Special Event/Festival ☐ Marketing/Tourism Promotion Agency ☐ Facility

Activity Start Date: 7/04/2021 Activity End Date: 7/04/2021

Total Activity Cost: $0.00

Total amount of Tumwater lodging tax funds requested: $30,000.00

Total amount of Tumwater lodging tax funds expended: $0.00

Total amount of lodging tax funds expended from all jurisdictions: $0.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	13,000
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	100
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	40
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	25
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	12,975
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	20
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

Event canceled due to COVID-19

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

Event canceled due to COVID-19

Did you complete all of the items on your Scope of Services consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

Event canceled due to COVID-19

What expenses did you pay using Tumwater Lodging Tax funds?

Event canceled due to COVID-19

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

We expect to have a successful event in 2022.

990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

2021

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

Information Copy. Do not send to IRS.

A For the **2021** Calendar year, or tax year beginning 2021-01-01 and ending 2021-12-31

B Check if available

- ☐ **Terminated for Business**
- ☑ **Gross receipts are normally $50,000 or less**

C Name of Organization: TUMWATER DOWNTOWN ASSOCIATION

1950 BLACK LAKE BLVD S,
OLYMPIA, WA, US, 98512

D Employee Identification Number 02-0572938

E Website:

F Name of Principal Officer: JOHN MORTON

1950 BLACK LAKE BLVD SW,
OLYMPIA, WA, US, 98512

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Tumwater Downtown Association
Profit & Loss
January through December 2021

	Jan - Dec 21
Income	
4100 · LTAC Funds	17,000.00
4500 · Sponsorship Revenue	1,080.00
Total Income	18,080.00
Cost of Goods Sold	
5000 · Fireworks	30,000.00
Total COGS	30,000.00
Gross Profit	-11,920.00
Expense	
6000 · Advertising	1,329.58
6050 · Insurance	399.16
Total Expense	1,728.74
Net Income	**-13,648.74**

Tumwater Downtown Association

Board of Directors

President – John Morton

Vice President – Murray Smith

Secretary – Brett Hardcastle

BYLAWS
OF
TUMWATER DOWNTOWN ASSOCIATION

ARTICLE I
PURPOSE

Purpose

The name of this corporation shall be Tumwater Downtown Association.

Tumwater Downtown Association is a non-profit corporation and shall be operated exclusively for charitable purposes.

Tumwater Downtown Association's purpose is to provide family oriented festivities and promote the cultural traditions of the local communities.

ARTICLE II
MEETINGS

Annual Meeting

An annual meeting shall be held once each calendar year for the purpose of electing directors and for the transaction of such other business as may properly come before the meeting. The annual meeting shall be held at the time and place designated by the Board of Directors from time to time.

Special Meetings

Special meetings may be requested by the Board of Directors.

Notice

Written notice of all meetings shall be provided under this section or as otherwise required by law. The Notice shall state the place, date, and hour of meeting, and if for a special meeting, the purpose of the meeting. Such notice shall be mailed to all directors of record at least 10 days prior to the meeting.

Quorum

A majority of the directors shall constitute at quorum at a meeting. In the absence of a quorum, a majority of the directors may adjourn the meeting to another time without further notice. If a quorum is represented at an adjourned meeting, any business may be transacted that might have been transacted at the meeting as originally scheduled. The directors present at a meeting represented by a quorum may continue to transact business until adjournment, even if the withdrawal of some directors results in representation of less than a quorum.

Informal Action
Any action required to be taken, or which may be taken, at a meeting may be taken without a meeting and without prior notice if a consent in writing, setting forth the action so taken, is signed by the directors with respect to the subject matter of the vote.

ARTICLE III
BOARD OF DIRECTORS

Number of Directors
Tumwater Downtown Association shall have a board of directors consisting of at least 3 and no more than 10 directors. Within these limits, the board may increase or decrease the number of directors serving on the board, including for the purpose of staggering the terms of directors.

Terms

(a) All directors shall be elected to serve a one-year term, however the term may be extended until a successor has been elected.
(b) Directors may serve terms in succession.
(c) The term of office shall be considered to begin January 1 and end December 31 of the second year in office, unless the term is extended until such time as a successor has been elected.

Vacancies
The board of directors may fill vacancies due to the expiration of a director's term of office, resignation, death, or removal of a director or may appoint new directors to fill a previously unfilled board position, subject to the maximum number of directors under these Bylaws.

(a) Unexpected Vacancies. Vacancies in the board of directors due to resignation, death, or removal shall be filled by the board for the balance of the term of the director being replaced.

Removal of Directors
A director may be removed by two-thirds vote of the board of directors then in office, if:

(a) the director is absent and unexcused from two or more meetings of the board of directors in a twelve month period. The board president is empowered to excuse directors from attendance for a reason deemed adequate by the board president. The president shall not have the power to excuse him/herself from the board meeting attendance and in that case, the board vice president shall excuse the president. Or:
(b) for cause or no cause, if before any meeting of the board at which a vote on removal will be made the director in question is given electronic or written notification of the board's

intention to discuss her/his case and is given the opportunity to be heard at a meeting of the board.

Manner of Acting

(a) Quorum. A majority of the directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the board. No business shall be considered by the board at any meeting at which a quorum is not present.

(b) Majority Vote. Except as otherwise required by law or by the articles of incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.

(C) Hung Board Decisions. On the occasion that directors of the board are unable to make a decision based on a tied number of votes, the president or treasurer in the order of presence shall have the power to swing the vote based on his/her discretion.

(d) Participation. Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

Compensation for Board Service

Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities, such as travel expenses to attend board meetings.

Compensation for Professional Services by Directors

Directors are not restricted from being remunerated for professional services provided to the corporation. Such remuneration shall be reasonable and fair to the corporation and must be reviewed and approved in accordance with the board Conflict of Interest policy and state law.

ARTICLE IV
COMMITTEES

Committees

The board of directors may, by the resolution adopted by a majority of the directors then in office, designate one or more committees, each consisting of one or more directors, to serve at the pleasure of the board. Any committee, to the extent provided in the resolution of the board, shall have all the authority of the board, except that no committee, regardless of board resolution, may:

(a) take any final action on matters which also requires board members' approval or approval of a majority of all members;
(b) fill vacancies on the board of directors of in any committee which has the authority of the board;
(c) amend or repeal Bylaws or adopt new Bylaws;
(d) amend or repeal any resolution of the board of directors which by its express terms is not so amendable or repealable;
(e) appoint any other committees of the board of directors or the members of these committees;
(f) expend corporate funds to support a nominee for director; or
(g) approve any transaction;
(i) to which the corporation is a party and one or more directors have a material financial interest; or
(j) between the corporation and one or more of its directors or between the corporation or any person in which one or more of its directors have a material financial interest.

Informal Action By The Board of Directors

Any action required or permitted to be taken by the board of directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an e-mail transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow the board of directors to use email to approve actions, as long as a quorum of board members gives consent.

ARTICLE V
OFFICERS

Board Officers

The officers of the corporation shall be a board president, vice-president, secretary, and treasurer, all of whom shall be chosen by, and serve at the pleasure of, the board of directors. Each board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the board or by direction of an officer authorized by the board to prescribe the duties and authority of other officers. The board may also appoint additional vice-presidents and such other officers as it deems expedient for the proper conduct of the business of the corporation**,** each of whom shall have such authority and shall perform such duties as the board of directors may determine. One person may hold two or more board offices, but no board officer may act in more than one capacity where action of two or more officers is required.

Term of Office

Each officer shall serve a one-year term of office and may serve consecutive terms of office.

Removal and Resignation
The board of directors may remove an officer at any time, with or without cause. Any officer may resign at any time by giving written notice to the corporation without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

Board President
The board president shall be the chief volunteer officer of the corporation. The board president shall lead the board of directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the board of directors, and shall perform all other duties incident to the office or properly required by the board of directors.

Vice President
In the absence or disability of the board president, the ranking vice-president or vice-president designated by the board of directors shall perform the duties of the board president. When so acting, the vice-president shall have all the powers of and be subject to all the restrictions upon the board president. The vice-president shall have such other powers and perform such other duties prescribed for them by the board of directors or the board president. The vice-president shall normally accede to the office of board president upon the completion of the board president's term of office**.**

Secretary
The secretary shall keep or cause to be kept a book of minutes of all meetings and actions of directors and committees of directors. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The secretary shall cause notice to be given of all meetings of directors and committees as required by the Bylaws. The secretary shall have such other powers and perform such other duties as may be prescribed by the board of directors or the board president**.** The secretary may appoint, with approval of the board, a director to assist in performance of all or part of the duties of the secretary.

Treasurer
The treasurer shall be the lead director for oversight of the financial condition and affairs of the corporation. The treasurer shall oversee and keep the board informed of the financial condition of the corporation and of audit or financial review results. In conjunction with other directors or officers, the treasurer shall oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the corporation, are made available to the board of directors on a timely basis

or as may be required by the board of directors. The treasurer shall perform all duties properly required by the board of directors or the board president. The treasurer may appoint, with approval of the board a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the treasurer.

Non-Director Officers
The board of directors may designate additional officer positions of the corporation and may appoint and assign duties to other non-director officers of the corporation.

ARTICLE VI
CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS

Contracts and other Writings
Except as otherwise provided by resolution of the board or board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the corporation shall be executed on its behalf by the treasurer or other persons to whom the corporation has delegated authority to execute such documents in accordance with policies approved by the board.

Checks, Drafts
All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the board.

Deposits
All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depository as the board or a designated committee of the board may select.

Loans
No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the board. Such authority may be general or confined to specific instances.

Indemnification
(a) Mandatory Indemnification. The corporation shall indemnify a director or former director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a director of the corporation against reasonable expenses incurred by him or her in connection with the proceedings.

(b) Permissible Indemnification. The corporation shall indemnify a director or former director made a party to a proceeding because he or she is or was a director of the corporation, against liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by law.

(c) Advance for Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the board of directors in the specific case, upon receipt of (I) a written affirmation from the director, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and (II) an undertaking by or on behalf of the director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation in these Bylaws.

(d) Indemnification of Officers, Agents and Employees. An officer of the corporation who is not a director is entitled to mandatory indemnification under this article to the same extent as a director. The corporation may also indemnify and advance expenses to an employee or agent of the corporation who is not a director, consistent with Montana Law and public policy, provided that such indemnification, and the scope of such indemnification, is set forth by the general or specific action of the board or by contract.

ARTICLE VII
MISCELLANEOUS

Books and Records

The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its board of directors, a record of all actions taken by board of directors without a meeting, and a record of all actions taken by committees of the board. In addition, the corporation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

Fiscal Year

The fiscal year of the corporation shall be from January 1 to December 31 of each year.

Conflict of Interest

The board shall adopt and periodically review a conflict of interest policy to protect the corporation's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, affiliate, or member of a committee with board-delegated powers.

Nondiscrimination Policy

The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of Transcontinental Humanitarian Corp. not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

Bylaw Amendment

These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of the board of directors then in office at a meeting of the Board, provided, however,

(a) that no amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,

(b) that an amendment does not affect the voting rights of directors. An amendment that does affect the voting rights of directors further requires ratification by a two-thirds (?) vote of a quorum of directors at a Board meeting.

(c) that all amendments be consistent with the Articles of Incorporation.

ARTICLE VIII
AMENDMENT OF Articles of Incorporation

Amendment

Any amendment to the Articles of Incorporation may be adopted by approval of two-thirds (2/3) of the board of directors.

ARTICLE IX
DISSOLUTION

Dissolution

In the event of the dissolution of the organization, the assets shall be applied and distributed as follows:

(1) All liabilities and obligations of the corporation shall be paid, satisfied and discharged, or adequate provision shall be made therefor;

(2) Assets held by the corporation upon condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements;

(3) Assets received and held by the corporation subject to limitations permitting their use only for charitable, religious, eleemosynary, benevolent, educational or similar purposes, but not held upon a condition requiring return, transfer or conveyance by reason of the dissolution, shall be transferred or conveyed to one or more domestic or foreign corporations, societies or organizations engaged in activities substantially similar to those of the dissolving corporation, pursuant to a plan of distribution adopted as provided in this chapter;

(4) Other assets, if any, shall be distributed in accordance with the provisions of the articles of incorporation or the bylaws to the extent that the articles of incorporation or bylaws determine the distributive rights of members, or any class or classes of members, or provide for distribution to others;

(5) Any remaining assets may be distributed to such persons, societies, organizations or domestic or foreign corporations, whether for profit or not for profit, as may be specified in a plan of distribution adopted as provided in this chapter.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of Tumwater Downtown Association were approved by the Tumwater Downtown Association's board of directors on January 1, 2015 and constitute a complete copy of the Bylaws of the corporation.

President _____

Secretary _____

Date: _____

603 545 224

FILED
SECRETARY OF STATE
SEPTEMBER 30, 2015
STATE OF WASHINGTON

09/30/15 3006297-001
$0.00 D
tid:3081061

State of Washington

Secretary of State

CORPORATIONS DIVISION
James M. Dolliver Building
801 Capitol Way South
PO Box 40234
Olympia WA 98504-0234
360.725.0377

NonProfit Corporation

Office Information

Application ID	3497789
Tracking ID	3081061
Validation ID	3001801-001
Date Submitted for Filing:	9/23/2015

Contact Information

Contact Name	John Morton
Contact Address	4160 6th Ave SE Suite 201 Lacey WA 98503
Contact Email	john@johnrmortoncpa.com
Contact Phone	360-705-9795

Articles of Incorporation

Preferred Name	TUMWATER DOWNTOWN ASSOCIATION
Alternate Name 1	~~TUMWATER DOWNTOWN ASSOCIATION~~
Alternate Name 2	~~TUMWATER DOWNTOWN ASSOCIATION~~
Purpose	Any Lawful Purpose
Duration	Perpetual
Incorporation Date	Effective Upon Filing by the Secretary of State

Expiration Date	9/30/2016 SEE THE ATTACHMENT
Distribution of Assets	~~This corporation has no assets or liabilities.~~

Registered Agent Information

Agent is Individual	
Agent Name	John Morton
Agent Street Address	4160 6th Ave SE Suite 201 Lacey WA 98503
Agent Mailing Address	Same as Street Address
Agent Email Address	
Submitter/Agent Relationship	Submitter is Registered Agent

Initial Directors Information

Director #1	
Director Name	John Morton
Title	Director
Director Address	4160 6th Ave SE Suite 201 Lacey WA 98503
Director #2	
Director Name	Brett Hardcastle
Title	Director
Director Address	6020 Capitol Blvd SW Tumwater WA 98512

Director #3	
Director Name	Murray Smith
Title	Director
Director Address	1610 Bishop Rd SW Tumwater WA 98512

Director #4	
Director Name	Adam Laneer
Title	Director
Director Address	4160 6th Ave SE Suite 202 Lacey WA 98503

Incorporators Information

Incorporator #1	
Incorporator Name	John Morton
Incorporator Address	855 Trosper Rd SW #108 Tumwater WA 98512

Signature Information

Signed By	John Morton

In the event of the dissolution of the organization, the assets shall be applied and distributed as follows:

(1) All liabilities and obligations of the corporation shall be paid, satisfied and discharged, or adequate provision shall be made therefor;

(2) Assets held by the corporation upon condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements;

(3) Assets received and held by the corporation subject to limitations permitting their use only for charitable, religious, eleemosynary, benevolent, educational or similar purposes, but not held upon a condition requiring return, transfer or conveyance by reason of the dissolution, shall be transferred or conveyed to one or more domestic or foreign corporations, societies or organizations engaged in activities substantially similar to those of the dissolving corporation, pursuant to a plan of distribution adopted as provided in this chapter;

RCVD 08/31/2022 2:41PM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Tumwater Area Chamber of Commerce — Organization/Agency Name
94-3097775 — Federal Tax ID Number

Gabe Toma — Contact Name
President — Title

855 Trosper Rd SW #108-229 — Mailing Address
Tumwater — City
WA — State
98512 — Zip

360-357-5153 — Phone
www.tumwaterchamber.com — Website
info@tumwaterchamber.com — Email Address

☒ Tourism Promotion/Marketing Activities ☐ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $15,000 Total Project / Event Budget: $

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

The Tumwater Visitor Center will serve as a starting point for tourists in the area. It will also have the unique ability to promote Tumwater hotels, restaurants and attractions to keep tourists in the Tumwater Area. With the VCB Visitor Center closed, it will fill that gap in the Olympia-Tumwater community. The visitor center is a joint project with the Tumwater School District.

**If an Event/Festival, complete the following:* ☐ New Event ☐ Annual Event for _____ number of years

Name of Event/Festival | Location | Date of Event/Festival

CERTIFICATION

I hereby state on behalf of Tumwater Area Chamber of Commerce that the:
Organization/Agency Name

Applicant is: ☒ Nonprofit ☐ For Profit ☐ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Gabe Toma, President — Name and Title
 — Signature
8/31/2022 — Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   The Tumwater Visitor Center is designed to provide a brick-and-mortar visitor experience for area tourists. The Visitor Center will be staffed by Tumwater School District high school students. The Visitor Center will allow the Tumwater Area Chamber of Commerce to promote Tumwater businesses and attractions to tourists, encouraging them to stay, eat and play in the Tumwater area. Now that the Visitor Center on the Capitol Campus has closed, this is a unique opportunity to reach tourists that typically would have visited that location, and draw them directly into Tumwater.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

      Visitor Information Services

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

      New partnership with the Tumwater School District

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   The Tumwater Visitor Center will be operated by a team of Tumwater School District educators and their students. The number of instructors and students will vary by term.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   No.

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   No.

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   74%

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   The Tumwater Visitor Center serves as a promotional tool for the community to display and highlight lodging, restaurants and recreational opportunities, so that travelers can easily see their options and are encouraged to eat, play and stay in Tumwater. The Tumwater Visitor Center will likely be the first point of contact for people seeking information regarding Tumwater and the surrounding area.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

8. How broad-based will the tourism promotion benefit be geographically and economically?

   The Tumwater Visitor Center will first focus and promote Tumwater area businesses, and then expand into other county attractions as needed to fit the scope of the travellers itinerary.

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?
   Lodging tax funds will make it possible to open and operate a visitor center in Tumwater. With a unique position off of I-5, it will be able to attract those visitors travelling from the South, and will bring them directly into Tumwater. An estimated 346,500 visitors will be making their first contact with the area in Tumwater and will be encouraged to engage with Tumwater businesses first before continuing on their journey through the area.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

    a) Staying overnight in paid accommodations away from their place of residence or business — 138

    b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 207

    c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 280

    d) Attending but not included in one of the three categories above (a. b. and c.) — 69

    e) Total number of hotel rooms / room nights generated in Tumwater — 138 / 208
    # Rooms **#Nights**

    f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 70

    g) Overall attendance — 694

    h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

    The Tumwater Chamber recognizes that the Visitor Center will not be driving overnight stays, but will be a service for those already visiting/staying overnight. Furthermore, the services offered will encourage tourists to extend overnight stays in the area, visit Tumwater businesses, and ultimately spend more time and money in Tumwater. Using numbers from Tourism Economics, we started with the total estimated number of visitors to Tumwater in 2021, then calculated 10% of that number, and then 1% of those visitors visiting the visitor center in it's first year. Using that overall attendance number, we calculated about 20% of those visitors would stay in Tumwater for an average of 1.5 nights, as Tumwater has 20% of the overall available rooms in the area. The tracking sheet included in this application will help us better estimate numbers for out of state, and 50+ miles away better next year.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

    The visitor center will track daily visitors, using a guestbook which also prompts visitors to note where they are travelling from (zip code), if they are staying overnight and if so which city they are staying in. For overnight guests, we will also ask if they are staying in a hotel, vacation rental, campground or with family/friends.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

    Taking advantage of the face-to-face nature of the Visitor Center, Visitor Center volunteers will be able to promote Tumwater hotels to visitors who are pulling off the interstate looking for a place to stay or extending their stay once they learn about all the things there are to see and do in the area. With a variety of options within close proximity to the Visitor Center, it will be relatively easy to encourage visitors to stay at those properties.

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

    The Tumwater Visitor Center will be stocked with brochures and rack cards about Tumwater area attractions for visitors to browse. In addition, the Visitor Center volunteers will be interacting with tourists directly, and will be giving them recommendations for Tumwater area restaurants, lodging, and attractions.

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
    For example: how do you intend to alternatively fund your program / which services will not happen?

    If the request for marketing & promotions budget is not funded, plans for a sign and additional advertising will be abandoned. If the request for the professional/consultant fees are not funded in full there will not be visitor services; instead, the building will operate exclusively as a small business incubator.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

    Tumwater School District, and Experience Olympia & Beyond for Certified Tourism Ambassador training.

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

    This proposal represents an opportunity for Tumwater to reestablish itself as a destination in Thurston County. The visitor center will serve as a promotional hub to help increase tourist spending at Tumwater businesses.

Lodging Tax Budget Form

Lodging Tax Applicant: Tumwater Area Chamber of Commerce

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		
Admission:		
Reserves:		
Donations/Contributions:		$300.00
Grants:		
Program Service Fees:		
In-kind Donations:		
Gift Shop:		
Vendor Fees:		
Fundraising Activities:		
City of Lacey Lodging Tax:		
City of Olympia Lodging Tax:		
City of Tumwater Lodging Tax:		$15,000.00
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)		
Other Source:		
Other Source:		
Other Source:		
TOTAL REVENUE:		**$15,300.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		
Administration: (utilities, phone, etc.)		$300.00
Marketing and Promotion:		$3,000.00
Professional / Consultant Fees:		$12,000.00
Equipment:		
Facility / Event Venue Rental:		
Travel: (please specify)		
All Other Expenses: (please specify)		
Other Expense:		
Other Expense:		
Other Expense:		
TOTAL EXPENSES:		**$15,300.00**
PROGRAM EXCESS (DEFICIT):		**$0.00**

Rcvd 01052022

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: Tumwater Area Chamber of Commerce

Submitted By: Gabriel Toma Date: 1/5/2022

Email Address: Info@TumwaterChamber.com Phone: 360-357-5153

This Report Covers:

Activity Name: Tumwater Area Chamber of Commerce Visitor Center

Activity Type: ☐ Special Event/Festival ☒ Marketing/Tourism Promotion Agency ☐ Facility

Activity Start Date: 1/01/2021 Activity End Date: 12/31/2021

Total Activity Cost: _____

Total amount of Tumwater lodging tax funds requested: $12,000.00

Total amount of Tumwater lodging tax funds expended: $0.00

Total amount of lodging tax funds expended from all jurisdictions: $0.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	4,121
		ACTUAL (ESTIMATED):	
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD:		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	
		ACTUAL (ESTIMATED):	
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD:		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	1,649
		ACTUAL (ESTIMATED):	
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD:		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	1,063
		ACTUAL (ESTIMATED):	
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD:		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	2,625
		ACTUAL (ESTIMATED):	
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD:		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	
		ACTUAL (ESTIMATED):	
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD:		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

Visitor Center Closed Due to COVID-19.

Did you complete all of the items on your Scope of Services consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

N/A

What expenses did you pay using Tumwater Lodging Tax funds?

Visitor Center Closed Due to COVID-19.

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

.Open visitor center if pandemic allows.

Item 5.

Form **990-N**

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2021

Open to Public Inspection

A For the **2021** Calendar year, or tax year beginning **2021-01-01** and ending **2021-12-31**

B Check if available

- ☐ **Terminated for Business**
- ☑ **Gross receipts are normally $50,000 or less**

C Name of Organization: **TUMWATER AREA CHAMBER OF COMMERCE**

120 State Ave NE 303,
Olympia, WA, US, 98501

D Employee Identification Number **94-3097775**

E Website:

F Name of Principal Officer: **Gabe Toma**

120 State Ave NE 303,
Olympia, WA, US, 98501

Information Copy. Do not send to IRS.

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

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Name	Position #	Officer/ Position	Phone [H/W/C]	Email
Gabe Toma	1	President	C 360-623-9966 W360-491-3000	gabe@woodlawnfh.org
	2	Vice President	C W	
Gina Kotek	3	Secretary	C 360-791-8704 W 360-339-5424	gkotek@twinstarcu.com
Kevin Harris	4	Treasurer	C 360-549-6431 W 360-456-4545	KevinH@PrintNW.net
Christy Reynolds	5	Board Member	C 360-870-7328 W	christyr@reynoldsrealestate.net
Ryan Reynolds	6	Board Member	C 360.870.7814 W 360.412.6731	ryanr@reynoldsrealestate.net
	7			
Melissa Elkins	8	Board Member	C 480-734-0201 W 360-704-7544	melissa@experienceolympia.com
Charlie Schneider	9	Board Member	C 702-498-3224 W (360) 754-4120	CSchneider@ci.tumwater.wa.us charlesschneider9069@yahoo.com
Brian Hardcastle	10	Board Member	C 360-870-9475 W 360-709-7044	brian.hardcastle@tumwater.k12.wa.us
Amy Warren	11	Board Member	C W 360-709-2015	awarren@spscc.edu
Nicole Montoya	12	Board Member	C W (360)-754-9520	nmontoya@olyfed.com

Tumwater Area Chamber of Commerce
Statement of Financial Income and Expense
Cash Basis — **January through December 2021**

	Jan - Dec 21	
Income		
Direct Public Support		
Individual Contribution	420.00	
Total Direct Public Support		420.00
Event & Program Income		
Program & Event Registrations	320.00	
Raffle and Mulligan Sales	810.00	
Sponsorship	10,900.00	
Tickets & Registration	5,880.00	
Total Event & Program Income		17,910.00
Membership Income		
Standard Membership	23,425.83	
Total Membership Income		23,425.83
Other Types of Income		
Interest Income	3.09	
Miscellaneous Revenue	3,038.64	
Total Other Types of Income		3,041.73
Rental Income - Building		532.02
Total Income		45,329.58
Gross Profit		45,329.58
Expense		
Business Expenses		
Banking Fees	558.94	
Total Business Expenses		558.94
Contract Services		
Recurring Outside Services	44,102.89	
Total Contract Services		44,102.89
Event Expenses		
Facility Charges	3,810.00	
Food & Beverage	2,513.47	
Other	277.11	
Printing	149.20	
Supplies	687.65	
Total Event Expenses		7,437.43
Facilities and Equipment		
Maintenance & Improvements	393.39	
Utilities		
Electricity	1,036.36	
Water & Sewer	944.80	
Total Utilities	1,981.16	
Total Facilities and Equipment		2,374.55
Operations		
Books, Subscriptions, Reference	76.00	
Online & website services	863.53	
Postage, Mailing Service	122.97	
Printing and Copying	66.64	
Supplies	165.18	
Total Operations		1,294.32

Tumwater Area Chamber of Commerce
Statement of Financial Income and Expense
Cash Basis — **January through December 2021**

	Jan - Dec 21
Other Types of Expenses	
Advertising Expenses	409.97
Insurance	1,009.00
Total Other Types of Expenses	1,418.97
Taxes & Licenses	
License & Registration	4.15
Property Taxes	281.68
Total Taxes & Licenses	285.83
Total Expense	57,472.93
Net Income	**-12,143.35**

THE BYLAWS OF
TUMWATER AREA CHAMBER OF COMMERCE

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THE BYLAWS OF
TUMWATER AREA CHAMBER OF COMMERCE

ARTICLE I
GENERAL

1.1 Office of Record.

The office of Tumwater Area Chamber of Commerce, or otherwise herein the Corporation, shall be located at such location as from time to time determined by the Board of Directors. The initial office of record shall be: 6530 33rd Avenue NW, Olympia, WA 98502.

1.2 Mission Statement.

The mission of Tumwater Area Chamber of Commerce is to promote, inform, and advocate for businesses and the community we serve.

ARTICLE II
MEMBERSHIP

2.1 Membership.

The Corporation shall have Members. Membership in Tumwater Area Chamber of Commerce is open to any person, association, corporation, partnership, governmental entity or estate having an interest in the objectives of the organization.

2.2 Classes.

The Corporation shall initially have one class of Members. Additional classes of members, the manner of election or appointment of each class of members, and the qualifications and rights of each class of members may be established by amendment to these Bylaws.

2.3 Approval.

Applications for Membership shall be in writing, on forms provided for that purpose, and signed by the applicant (electronic signatures are acceptable). An applicant shall become a Member:

- upon payment of the regularly scheduled dues and fees and,
- approval according to review conditions established by these Bylaws or as established by resolution of the Board of Directors from time to time.

2.4 Qualifications and Voting Rights of Member Classes.

In order to qualify for membership, a Member shall be current with annual dues for a voting Member as set per **2.6 Member Dues and Fees**. Members in good standing, both organizations and individuals not representing an organization, will receive one vote.

The qualifications and voting rights of Members may be changed from time to time by resolution of the Board of Directors.

2.4.1 Voting Rights
Each member entitled to vote with respect to the subject matter of an issue submitted to the members shall be entitled to one vote upon each such issue.

2.5 Nondiscriminatory Policy.

Tumwater Area Chamber of Commerce welcomes and admits Members of any age, income or economic status, race, color, national or ethnic origin, religion, gender identity, gender or sexual orientation, or physical or mental ability, and accords to all Members the rights, privileges, programs, and activities generally made available to Members. Tumwater Area Chamber of Commerce does not discriminate on the basis of age, income or economic status, race, color, national or ethnic origin, religion, gender identity, gender or sexual orientation, or physical or mental ability in administration of its employment practices, contract negotiation, policies, programs, services or activities.

2.6 Member Dues and Fees.

Each Member shall pay dues within the time and on the conditions established by these Bylaws. The Board of Directors shall annually review the dues structure for all Membership categories to ensure Tumwater Area Chamber of Commerce's financial obligations and programmatic goals align with the annual budget and can be achieved.

2.6.1 Annual Dues. Each Member shall pay annual dues in an amount set periodically by the Board of Directors. Dues are payable annually, no later than the last business day of the first quarter of the calendar year. The Treasurer, or designee, will prepare and distribute dues statements for all prior year's Members by January 15 of each year.

2.6.2 Proration of Dues. The payment of dues shall not be pro-rated in the first year of Membership, but will be prorated in the second year of Membership. For example: a new Member joining in July would pay the full price of Membership; however, that Member's dues for the following year would be reduced by 50%.

2.6.3 Refund of Dues. Resignation of a Member does not constitute a refund of dues.

2.7 Good Standing.

Any Member who shall be in arrears in the payment of any dues, fees, or assessments more than ninety (90) days after the date due shall not be in good standing and shall not be entitled to vote as a Member.

2.8 Termination.

A Membership shall terminate on occurrence of any of the following events:

(a) Resignation of the Member (resignation of a Member does not constitute a refund of dues);

(b) The Member's failure to pay dues, fees or assessments as set by the Board of Directors within ninety (90) days after they become due and payable;

(c) Any event that renders the Member ineligible for Membership, or failure to satisfy Membership qualifications; or

(d) The good faith determination by the Board of Directors, by resolution adopted by a majority of the Directors in office, that the Member has failed in a material degree to observe such disciplinary rules or ethical guidelines as may be established by Tumwater Area Chamber of Commerce, or has engaged in conduct materially or seriously prejudicial to the Tumwater Area Chamber of Commerce's mission, purposes and interests including, without limitation, conviction of a felony or unethical conduct.

2.9 Non-transferable.

Memberships are not transferable or assignable.

2.10 Consent to Electronic Transmission.

To reduce costs and to benefit from the other efficiencies of technology, each Member, as a condition of Membership, establishes a record of consent to receive Notices by Electronic Transmission with submission of a membership application which shall include an e-mail address for said transmissions.

2.10.1 Responsibility for Keeping Information Current.

It shall be the responsibility of the Member to keep contact information and other details current with Tumwater Area Chamber of Commerce.

2.11 Voting

Members may vote by electronic transmission on any matter called for herein.

ARTICLE III
MEETING OF MEMBERSHIP

3.1 Annual Meeting & General Meetings

Tumwater Area Chamber of Commerce shall host an Annual Meeting. The annual meeting of the Membership shall be held at a time and place designated by the Board of Directors.

Notice of Annual and other general meetings shall be sent to the entire Membership not less than seven (7) days before the meeting date. Notice can be by electronic means (e.g.: email, telephone call, or on-line) or mail.

3.2 Special Meetings.

The Board of Directors, the President, or 20 percent (20%) or more of the Members having a right to vote may call a special meeting of the Members for any lawful purpose at any time.

3.3 Procedure for Calling Special Meetings.

A special meeting called by Members pursuant to Section 3.2 shall be called by written request, specifying the general nature of the business proposed to be transacted and signed by the required number of Members, and submitted to the Secretary or any Director of Tumwater Area Chamber of Commerce. Tumwater Area Chamber of Commerce's President and/or Secretary shall cause notice of any special meeting to be given promptly to the Members entitled to vote stating that a meeting will be held at a specified time and date fixed by the Board of Directors, provided, however, that the meeting date shall be at least seven (7) but no more than one hundred and twenty (120) days after receipt of the request. Nothing in this article shall be construed as limiting, fixing, or affecting the time at which a meeting of Members may be held when the meeting is called by the President or the Board of Directors. No business, other than the business that was set forth in the notice of the meeting, may be transacted at a special meeting.

3.4 Place of Meetings.

Meetings of the Members shall be held at any place designated by the Board of Directors, and may include teleconferencing and/or virtual meetings.

3.5 Notice.

Whenever Members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given, under Section 3.6 of these Bylaws, to each Member entitled to vote at that meeting. The notice shall specify the place, date, and hour of the meeting. For the annual meeting, the notice may generally state the matters, if any, that the Board of Directors, at the time notice is given, intends to present for action by the Members. However, the failure of the notice to set forth a particular matter shall not preclude the Board of Directors from presenting that matter or resolution to the Members for action at the annual meeting or general meetings. For a special meeting, the notice shall state the general nature of the business to be transacted and shall state that no other business may be transacted.

3.6 Voting Rights.

Each Member in a class of Members entitled to vote shall have the right to vote on any resolution properly brought before the Members for action pursuant to Section 3.5 of these Bylaws, and on any other matter required by law or these Bylaws to be voted on by the Members. Each Member entitled to vote shall be entitled to one vote on each matter submitted to a vote of the voting Members. Members who are not in good standing or whose Memberships have been suspended or terminated under these Bylaws shall not be entitled to vote on any matter.

3.6.1 Voting. Each Member shall have one vote on each matter submitted to a vote of the Members. If a quorum is present, the affirmative vote of the majority of the voting power

represented at the meeting, entitled to vote, and voting on any matter shall be the act of the Members, unless the vote of a greater number is required by law.

3.6.2 Action by Written Ballot. Any action that may be taken at any annual meeting, general meeting or special meeting of Members may be taken without a meeting and without notice, if a written ballot is distributed to every Member entitled to vote on the matter on the day that the first written ballot is distributed or solicited. Such distribution of written ballots shall be in the manner provided for giving notice of a meeting of Members. The written ballot shall (i) set forth the proposed action, (ii) provide an opportunity to specify approval or disapproval of any proposal, (iii) provide fourteen (14) days' time within which to return the ballot, (iv) indicate the number of responses needed to meet the quorum requirement, (v) state the percentage of approvals necessary to pass the measure submitted, and (vi) specify the time by which the ballot must be received to be counted. A matter shall be approved by written ballot if the number of votes by written ballot received within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing the proposed action and the number of approvals received equals or exceeds the number of votes which is required for approval at a meeting at which the total number of votes cast is the same as the number of votes cast by written ballot. Any written ballot received may not be revoked. All written ballots shall be filed with the Secretary or designee and maintained in the records. The results of the written ballot shall be stated in the next transmittal to Members.

3.7 Quorum.

The presence of five (5) percent of the total voting Membership constitutes a quorum for the transaction of business at a meeting. The Members present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal of enough Members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the Members required to constitute a quorum.

3.8 Proxy.

At any meeting of the Membership, a Member entitled to vote may vote by proxy executed in writing by the Member or their duly authorized attorney-in-fact. Members may submit electronic proxies. No proxy shall be valid for more than three (3) months subsequent to the date of its execution, unless otherwise provided in the proxy.

ARTICLE IV
BOARD OF DIRECTORS

4.1 General Powers.

The affairs of the Corporation shall be managed by a Board of Directors.

4.2 Number and Type.

4.2.1 Number. The Board shall consist of not less than five (5) nor more than fifteen (15) Directors, the specific number to be set by resolution of the Board. Ex Officio Directors

shall not be included in the total count of seated Directors. The number of Directors may be changed from time to time by resolution of the Board, provided that no decrease in the number shall have the effect of shortening the term of any incumbent Director.

4.2.2 Ex Officio. The Board of Directors may also include not more than five (5) Ex Officio, non-voting Directors, who may be appointed by a majority of the voting Directors. Ex Officio Directors may not serve as Officers of the Corporation and are non-voting positions.

4.3 Term of Directors.

Unless a Director or Ex Officio Director dies, resigns or is removed, he or she shall hold office for a term of two (2) years or until his or her successor is seated, whichever is later. For purposes of position designation and election cycles, all terms shall begin January 1, and end two years later. Even numbered positions shall be elected in even numbered years, and odd numbered positions shall be elected in odd numbered years.

4.4 Qualifications.

Directors shall be members of the Corporation and have such other qualifications as the Board may prescribe from time to time by resolution or amendment to these Bylaws.

4.5 Election of Directors.

4.5.1 Initial Directors. The Initial Directors named in the Articles of Incorporation shall serve until the first annual meeting of the Board following the first election of Directors under section 4.5 of these bylaws.

4.5.2 Successor Directors. Successor Directors shall be elected to staggered terms each year at the annual meeting of the Board by the affirmative vote of a majority of the Directors then in office.

4.5.3 Seating. All newly-elected Directors shall be seated at the regular meeting of the Board of Directors in January, or the first regular meeting of the Board of Directors following the election, whichever is earlier, and shall be participating members thereafter.

4.5.4 Ex Officio. Ex Officio Directors may be elected at any time. Ex Officio Directors are elected by resolution of the Board of Directors. Ex Officio directors are not subject to term limits and may be removed from office, with or without cause, by a majority of the vote cast by Directors then in office.

4.6 Regular Meetings.

By resolution, the Board may specify the date, time and place for holding regular meetings without other notice than such resolution. Regular Meetings of the Board of Directors for any purpose or purposes may be called at any time by the President, the Vice President, or any two (2) directors. The Board of Directors shall meet at least four times per calendar year.

4.7 Annual Meeting.

The annual meeting of the Board shall be held during the month of November on a date chosen by the President or the Board for the purposes of electing Directors and officers and transacting such business as may properly come before the meeting. If the annual meeting is not held on the date designated therefor, the Board shall cause the meeting to be held as soon thereafter as may be convenient.

4.8 Special Meetings.

Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the President, the Vice President, or any two (2) directors.

4.9 Meetings by Electronic Means.

Members of the Board or any Committee designated by the Board may participate in a Meeting of such Board or Committee by means of a conference telephone or similar electronic communications equipment by means of which all people participating in the Meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a Meeting.

4.10 Place of Meetings.

All Meetings shall be held at the principal office of the Corporation or at such other place within or without the state of Washington designated by the Board, by any persons entitled to call a Meeting, or by a waiver of notice signed by all Directors.

4.11 Notice of Special Meetings.

Notice of Special Board or Committee Meetings shall be given to a Director either personally or by mail or via electronic transmission not less than seven (7) days before the Meeting. Notices in writing may be delivered or mailed to the Director at his or her address shown on the records of the Corporation. Neither the business to be transacted at, nor the purpose of any Special Meeting need be specified in the notice of such Meeting. If notice is delivered by mail, the notice shall be deemed effective when deposited in the official governmental mail properly addressed with postage thereon prepaid.

4.12 Waiver of Notice.

4.12.1 In Writing. Whenever any notice is required to be given to any Director under the provisions of these Bylaws, the Articles of Incorporation or applicable Washington law, a waiver thereof in writing, signed by the person or persons entitled to receive such notice, whether before or after the time state therein, shall be deeded equivalent to the giving of such notice. Neither the business to be transacted at, nor the purpose of, any Regular or Special Meeting of the Board need be specified in the waiver of Notice of such Meeting.

4.12.2 By Attendance. The attendance of a Director at a Meeting shall constitute a waiver of notice of such Meeting, except where a Director attends a Meeting for the express

purpose of objecting to the transaction of any business because the Meeting is not lawfully called or convened.

4.13 Quorum.

A majority of the number of voting Directors in office shall constitute a quorum for the transaction of business at any Board Meeting. Ex Officio Directors do not count toward the establishment of a quorum for the transaction of business at any Board Meeting.

4.14 Proxy.

Directors may not vote by proxy.

4.15 Manner of Acting.

The act of a majority of the Directors present at a Meeting at which there is a quorum shall be the act of the Board, unless the vote of a greater number is required by these Bylaws, the Articles of Incorporation or applicable Washington law.

4.16 Presumption of Assent.

A Director of the Corporation present at a Board Meeting at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent or abstention is entered in the minutes of the Meeting, or unless such Director files a written dissent or abstention to such action with the person acting as secretary of the Meeting before the adjournment thereof, or forwards such dissent or abstention by registered mail to the Secretary of the Corporation immediately after the adjournment of the Meeting. Any such right to dissent or abstain shall not apply to a Director who voted in favor of such action.

4.17 Action of Board Without a Meeting.

Any action which could be taken at a Meeting of the Board may be taken without a Meeting if the corporate action is approved by all members of the Board. The approval of the corporate action must be evidenced by one or more consents describing the corporate action being approved, executed by each director either before or after the corporate action becomes effective, and delivered to the corporation for inclusion in the minutes or filing with the corporate records, each of which consents shall be set forth either (a) in an executed record or (b) by electronic transmission to the designated address, location, or system of the Corporation, provided that the transmission provides sufficient information to determine the sender's identity. All such consents, taken together, shall constitute one and the same document, and such consent shall be inserted in the records.

4.18 Resignation.

Any Director may resign at any time by delivering written notice to the President or the Secretary at the registered office of the Corporation, or by giving oral or written notice at any Meeting of the Directors. Any such resignation shall take effect at the time specified

therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

4.19 Absences.

A member of the Board of Directors who shall be absent from three (3) consecutive regular meetings of the Board of Directors shall automatically be dropped from membership on the Board, unless confined by illness or other absence approved by a majority vote of those voting at any meeting of the Board. A member of the Board of Directors who shall be absent from more than six (6) meetings of the Board during one year shall be automatically dropped from membership on the Board.

4.20 Removal.

At a Meeting of the Board called expressly for that purpose, one or more Directors may be removed from office, with or without cause, by two-thirds (2/3) of the of the vote cast by Directors then in office.

4.21 Vacancies.

A vacancy in the position of Director may be filled by the affirmative vote of a majority of the remaining Directors though less than a quorum of the Board. A Director who fills a vacancy shall serve for the unexpired term of his or her predecessor in office.

4.22 Compensation.

Directors shall not receive any stated salary for their services; however, nothing herein contained shall be construed to preclude any Director from serving the Corporation in any other capacity and receiving compensation therefor. No loans shall be made by the corporation to any Director.

4.23 Business Relationships Between Corporation and Directors.

The Corporation may enter into contracts or otherwise transact business as a vendor, purchaser, or otherwise, with directors and officers or with organizations or businesses they are involved with; provided, that the fact that such director, firm or entity so interested shall be disclosed to or shall have been known by the Board of Directors or a majority thereof prior to the Corporation's entering into the contract, as long as full disclosure is given of such a transaction or relationship. The affected directors shall abstain from voting on any matter relating to their own business or any organization/business they are involved in and may be asked to absent themselves from the discussion of such a transaction.

4.24 Conflict of Interest.

At all times, prudent behavior shall dictate actions taken or board appointments made where a potential conflict of interest is evident. Board members must make any potential conflicts of interest known to the other members of the board. In the event of a situation where a conflict of interest could influence decision making, board members must excuse

themselves from the situation. A board member's absence from a meeting due to conflict of interest issues should be noted in the minutes.

4.24.1 Conflict of Interest Policy. The Board shall adopt by resolution and may update from time to time a Conflict of Interest Policy.

4.24.2 Annual Conflict of Interest Statements. Any Director, officer, or member of a committee with governing board-delegated power shall annually sign a Conflict of Interest Statement.

ARTICLE V
OFFICERS

5.1 Number and Qualifications.

The Officers of the Corporation shall be a President, one or more Vice Presidents, a Secretary/Treasurer or a Secretary and Treasurer, each of whom shall be elected by the Board. Other Officers may be elected or appointed by the Board, such Officers to hold office for such period, have such authority and perform such duties as are provided in these Bylaws, or as may be provided by resolution of the Board. Any Officer may be assigned by the Board any additional title that the Board deems appropriate. Any two or more offices may be held by the same person, except the offices of President and Secretary.

5.2 Election and Term of Office.

The Officers of the Corporation shall be elected each year by the Board immediately following the election of new directors, or at the first meeting of the Board following the election of new directors. All newly-elected Officers shall take office at the regular meeting of the Board of Directors in January, or the first regular meeting of the Board of Directors following the election, whichever is earlier. Unless an Officer dies, resigns or is removed from office, he or she shall hold office until the next election of Officers or until his or her successor is seated.

5.3 Resignation.

Any Officers may resign at any time by delivering written notice to the President, a Vice President, the Secretary, or the Board, or by giving oral or written notice at any Meeting of the Board. Any such resignation shall take effect at the time specified therein, or if the time is not specified therein, upon delivery thereof, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

5.4 Removal.

Any Officer or agent elected or appointed by the Board may be removed from office by the Board by a majority vote cast by Directors then in office. whenever in its judgment the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contract right, if any, of the person so removed.

5.5 Vacancies.

A vacancy in any office created by the death, resignation, removal, disqualification, creation of a new office or any other cause may be filled by the Board for the unexpired portion of the term or for a new term established by the Board.

5.6 Duties.

The Officers of the Corporation shall be responsible for the day-to-day management of the Corporation. The Executive Committee may acquire the services of an Association Administrator, Executive Director, or other professionals as needed to manage the day-to-day activities of the Corporation. Such services may be provided by at-will employees or contractors. The Officers retain the responsibilities for setting policy, overseeing the general activities of the Corporation, and providing fiscal and operational review.

5.7 President.

The President shall be the Chief Executive Officer of the Corporation and, subject to the Board's control, shall:

(a) supervise, and control all of the assets, business, and affairs of the Corporation;
(b) preside over Meetings of the Board;
(c) sign deeds, mortgages, bonds, contracts, or other instruments, except when the signing and execution thereof has been expressly delegated by the Board or by these Bylaws to some other Officer or agent of the Corporation or are required by law to be otherwise signed or executed by some other Officer or in some other manner; and
(d) in general, the President shall perform all duties incident to the office of President and such other duties as from time to time may be assigned to him or her by the Board.

5.8 Vice Presidents.

The Vice President (or if there is more than one Vice President, the Vice President who was designated by the Board as the successor to the President, or if no Vice President is so designated, the Vice President whose name first appears in the Board resolution electing Officers) shall be deemed the President Elect, and shall be automatically nominated for election to the position of President at such time as the seated President does not seek reelection.

In the event of the death of the President or his or her inability to act, the Vice President (or if there is more than one Vice President, the Vice President who was designated by the Board as the successor to the President, or if no Vice President is so designated, the Vice President whose name first appears in the Board resolution electing Officers) shall:

(a) perform the duties of the President, except as may be limited by resolution of the Board, with all powers of and subject to all the restrictions upon the President;
(b) have, to the extent authorized by the President or the Board, the same powers as the President to sign deeds, mortgages, bonds, contacts, or other instruments; and
(c) perform such other duties as from time to time may be assigned to him or her by the President or the Board.

5.9 Secretary.

The Secretary shall:

(a) keep the minutes of Meetings of the Board and minutes which may be maintained by Committees of the Board;
(b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
(c) be custodian of the corporate records of the Corporation;
(d) keep records of the post office address of each Director and each Officer;
(e) sign with the President or other Officer authorized by the President or the Board, deeds, mortgages, bonds, contracts, or other instruments; and
(f) perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or the Board.
(g) Oversee a routine review of the Corporation's financials.

5.10 Treasurer.

The Treasurer shall:

(a) have charge and custody of and be responsible for all funds and securities of the Corporation;
(b) receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in banks, trust companies or other depositories selected in accordance with the provisions of these Bylaws; and
(c) perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or the Board.

ARTICLE VI
COMMITTEES

6.1 Executive Committee.

The Officers and the immediate Past President, shall constitute the Executive Committee. Additional voting Directors may be appointed to the Executive Committee by resolution of the Board.

6.2 Standing or Temporary Committees.

The Board, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more standing or temporary Committees, each of which shall consist of two (2) or more persons, one of which shall be a Director. Such Committees shall have and exercise the authority of the Directors in management of the Corporation, subject to such limitations as may be prescribed by the Board; except that no Committee shall have the authority to:

(a) amend, alter or repeal these Bylaws;

(b) elect, appoint or remove any member of any other Committee or any Director of Officer of the Corporation;
(c) amend the Articles of Incorporation;
(d) adopt a plan of merger or consolidate with another corporation;
(e) authorize the sale, lease or exchange of all or substantially all of the property and assets of the Corporation not in the ordinary course of business;
(f) authorize the voluntary dissolution of the corporation or revoke proceedings therefor;
(g) adopt a plan for the distribution of the assets of the Corporation; or
(h) amend, alter or repeal any resolution of the Board which by its terms provides that it shall not be amended, altered or repealed by a Committee.

The designation and appointment of any such Committee and the delegation thereof of authority shall not operate to relieve the Board or any individual Director of any responsibility imposed upon it, him, or her by law.

6.3 Quorum and Manner of Acting.

A majority of the number of Committee Members composing any Committee shall constitute a quorum, and the act of a majority of the members of a Committee present at a Meeting at which a quorum is present shall be the act of the Committee.

6.4 Resignation.

Any member of any Committee may resign at any time by delivering written notice thereof to the President, the Secretary or the chairperson of such Committee, or by giving oral or written notice at any Meeting of such Committee. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

6.5 Removal of Committee Member.

The Board, by resolution adopted by a majority of the Directors in office, may remove from office any member of any Committee elected or appointed by it.

ARTICLE VII
ADMINISTRATIVE PROVISIONS

7.1 Books and Records.

The Corporation shall keep at its principal or registered office copies of its current Articles of Incorporation and Bylaws; correct and adequate records of accounts and finances; minutes of the proceedings of the Board, and any Minutes which may be maintained by committees of the Board; records of the Corporation and address of each Director, and each Officer, and such other records as may be necessary or advisable. The minutes and the books and records of accounts shall be kept either in written form or in any other form capable of being converted to written form. The minutes and books and records of account shall be open to inspection upon approval by the Board of written demand of any member for a purpose reasonably related to the member's interest as a member.

7.2 Registered Office and Agent.

The Corporation shall maintain a registered office and a registered agent within the State of Washington in accordance with the requirements of the Washington Nonprofit Corporation Act. The location of the registered office and the designation of the registered agent shall be set by resolution of the Board of Directors.

7.3 Finances.

The Corporation shall keep at its principal or registered office correct and adequate records of accounts and finances.

7.3.1 Funds. All money paid to the Corporation shall be placed in a general operating fund except that money subscribed or contributed for a special purpose shall be placed in a separate account for such purpose.

7.3.2 Accounting Year. The accounting year of the Corporation shall be set by resolution of the Board of Directors. The initial accounting year of the Corporation shall be the twelve months ending December 31.

7.3.3 Disbursements. Upon approval of the budget, the President and Treasurer are authorized to make disbursements on accounts and expenses provided for in the budget without additional approval of the Board of Directors. Recommendations for expenditures outside the budget shall be submitted to the Board of Directors for approval.

7.3.4 Budget. The Executive Committee shall submit a budget for the coming accounting year to the Board of Directors for approval at a regular meeting during the last quarter of the accounting year.

7.4 Rules of Procedure.

The rules of procedure at Meetings of the Board and Committees of the Board shall be rules contained in Roberts Rules of Order on Parliamentary Procedure, newly revised, so far as applicable and when not inconsistent with these Bylaws, the Articles of Incorporation or any resolution of the Board.

ARTICLE VIII
AMENDMENTS

8.1 Amendments.

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the vote of a majority of the number of Directors in office at any regular or special meeting, providing the notice for the meeting includes the proposals for amendments or alterations and they shall be submitted to the Board in writing at least ten (10) days in advance of the meeting at which they are to be acted upon.

8.2 Notice.

Notice and copies of the proposed Bylaw amendments shall be written or transmitted electronically, and shall be delivered no less than ten (10) days before the meeting at which the same shall be considered.

ARTICLE VIV
NOTICE BY ELECTRONIC TRANSMISSION

9.1 Consent to Notice by Electronic Transmission.

In order to reduce costs and benefit from the other efficiencies of the internet and e-mail, each Director and Member shall be required to consent to receive Notices by Electronic Transmission, and to provide the Secretary with an e-mail address at which the Director or Member consents to accept Notices by Electronic Transmission. Said e-mail addresses shall be included on application for membership forms or on such forms as may be provided by the Secretary for this purpose.

9.2 When Effective.

Notice provided in an electronic transmission is effective when it is electronically transmitted to an address, location, or system designated by the recipient for that purpose, and is made pursuant to the consent provided by the recipient.

9.3 Responsibility for Keeping Information Current.

It shall be the responsibility of the Directors and Members to keep current with the Secretary of the Corporation, the information they have provided regarding the address, location, or system at which he or she will receive electronically transmitted notices under this section.

ARTICLE X
MISCELLANEOUS

10.1 Non-disclosure

The Corporation exercises the utmost discretion regarding all matters of official business of the organization.

10.1.1 Legal disclosure. The Corporation has a commitment to transparency. The Corporation shall comply will legal requirements to provide the public with certain documentation and accountability upon request, including the IRS determination letter, 990s, and Form 1023.

10.1.2 Confidentiality. All directors, contractors, employees, and volunteers may at one time or another receive or be exposed to personal, privileged and/or confidential information. That information may concern immigration status or other personal information, employees, the Corporation's operations, client lists, corporate affairs, product development, trade secrets, business models or other organizations with whom the

Corporation does business. In no event shall any of the Corporation's information of a personal or privileged nature be made available. Directors, contractors, employees, and volunteers are obligated to ensure that this information remains confidential and is not disclosed. This is true regardless of whether individuals are actively involved with the Corporation, on leave, or the relationship with the company ends (for any reason). Individuals who disclose such sensitive information will be subject to termination or legal action.

10.1.3 Reproduction and retention of records. Directors, contractors, employees, and volunteers are not permitted to photograph, record, photocopy, or otherwise preserve the Corporation's forms, lists or other materials belonging to the Corporation without prior authorization.

10.2 Severability.

Any Article, Section or provision of these Bylaws, which if construed in the manner expressed herein, should be contrary to or inconsistent with any applicable provision of the law, shall be served from the remainder of these Bylaws, and shall not be in force so long as such revision of the law shall remain in effect without affecting the validity of the remainder of these Bylaws.

The foregoing Bylaws were adopted and approved by the Board of Directors on this 13th day of February, 2018.

APPROVED BY:

NAME (Printed)	SIGNATURE	
GABRIEL TOMA		3/13/2018
Bryan Rhoden		3-/13/18
Tim Morley		3.13.18
STAN BOWMAN		3/13/2018
Valerie Sundby-Thorp		3/13/18
BOB JONES		3/13/18

APP

STATE of WASHINGTON SECRETARY of STATE

I, Ralph Munro, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF INCORPORATION

to

TUMWATER AREA CHAMBER OF COMMERCE

a Washington Non Profit corporation. Articles of Incorporation were filed for record in this office on the date indicated below.

U. B. I. Number: 601 176 862 Date: April 21, 1989

Given under my hand and the seal of the State of Washington, at Olympia, the State Capitol.

Ralph Munro, Secretary of State

SSF 57

2-412446-3

1989 1972 7033 0185 - 0189

Item 5.

601 176 862

00123 MAY 4 89 FILED

APR 21 1989

SECRETARY OF STATE
STATE OF WASHINGTON

Office of Secretary of State
State of Washington

NONPROFIT CORPORATION
Articles of Incorporation

The undersigned, for the purpose of forming a corporation under the nonprofit laws of the State of Washington, RCW 24.03, hereby adopts the following Articles of Incorporation.

ARTICLE I

The name of the corporation shall be: TUMWATER AREA CHAMBER OF COMMERCE

ARTICLE II

The term of existence shall be a) [XX] perpetual

OR

b) [ ] _____ (number of) years.

ARTICLE III

The purposes for which the corporation is organized are as follows:

TO SERVE THE BUSINESS COMMUNITY & RESIDENTS

ARTICLE IV

The name of the Registered Agent of the corporation is:

TOM WILLIAMSON

The street address of the Registered Office, which is also the address of the Registered Agent, is as follows:

488 Tyee Drive

Tumwater, WA 98502

The post office box number, which may be used in conjunction with the Registered Agent address, located in the same city, is:

1989 1972 7033 0186

ARTICLE V

There shall be 14 director(s) serving as the initial Board of Directors. Their names and addresses are as follows:

DIRECTOR SEE ATTACHED LIST (14 names)

DIRECTOR

DIRECTOR

(attach additional pages if necessary)

ARTICLE VI

In the event of dissolution of the corporation, the net assets are to be distributed as follows:

DONATE TO CHARITY, MORNINGSIDE or like corporations

ARTICLE VII

The name and address of each incorporator is as follows:

TOM WILLIAMSON, 488 Tyee Drive, Tumwater, WA 98502

IN WITNESS WHEREOF each incorporator has affixed his/her signature on this 5th day of APRIL, 1989.

CONSENT TO APPOINTMENT AS REGISTERED AGENT

I, TOM WILLIAMSON, hereby consent to serve as Registered Agent, in the State of Washington, for the corporation herein named. I understand that as agent for the corporation, it will be my responsibility to receive Service of Process in the name of the corporation; to forward all mail to the corporation; and to immediately notify the Office of the Secretary of State in the event of my resignation or of any change in the Registered Office address of the corporation for which I am agent.

4-5-89
(date)

*(Signature of agent designated in Article IV)

* (must be signed to meet filing requirements)

1989 1972 7033 0187

TUMWATER AREA CHAMBER OF COMMERCE
1989 BOARD OF DIRECTORS

I. BOARD OF DIRECTORS

1. Tom Williamson-President — 357-4426
   Creative Business Systems
   490 Tyee Dr. STE 101
   Tumwater, WA 98502

2. John Morris-VP — 753-8790
   Great American Bank
   3242 Capitol Blvd.
   Tumwater, wa 98501

3. David Moberg-Secretary — 352-0511
   Tyee Hotel
   500 Tyee Dr.
   Tumwater, WA 98502

4. Doug DeLong-Treasurer — 352-5400
   Puget Sound National Bank
   5400 Capitol Blvd.
   Tumwater, WA 98501

5. Wes Barclift — 586-6150
   1201 North St.
   Olympia, WA 98501

6. B.J. Bjerke — 357-5579
   Black Hills Dist. Co. Inc.
   6080 Linderson Way
   Tumwater, WA 98501

7. Bill Greenwood — 352-9758
   Olympic Precast Co.
   2520 50th Ave. S.W.
   Tumwater, WA 98502

8. Dale Johnson — 357-8873
   3602 Lorne Ave.
   Olympia, WA 98501

9. Kathleen Larkin-Kuehn — 943-8750
   Key Bank of Puget Sound
   P.O. Box 4127
   Tumwater, WA 98501

1989 1972 7033 0188

TACC BOARD OF DIRECTOR CONTINUED

10. Leonard Smith — 754-4120
City of Tumwater
555 Israel Rd.
Tumwater, WA 98502

11. Ron Shook — 754-7337
Tumwater Rental
6135 Capitol Blvd.
Tumwater, WA 98502

12. Judi Tennant — 357-6023
Tennant and Company
490 Tyee Drive, T02
Tumwater, WA 98502

13. Don Trosper — 943-9834
KVSN AM Radio
Evergreen Broadcasting
P.O. Box 4207
Tumwater, WA 98501

14. Gene Vosberg — 943-6811
The Falls Terrace
106 Deschutes Way SE
Tumwater, WA 98501

1989 1972 7033 0189

Washington Secretary of State · Corporations Division
801 Capitol Way South · PO Box 40234
Olympia WA 98504-0234
(360) 725-0377

Sales Receipt
Order Number: 291464
Tracking ID: 2944718

Craig Ottavelli
120 State Ave NE #303
Olympia, WA 98501
info@tumwaterchamber.com
3607537442

Item	Quantity	Price
Original Formation Record UBI: 601176862	1	$10.00

ORDER TOTAL: $10.00
ORDER DATE: 3/2/2015 12:13:51 PM

The information above is for your records. **Do Not Send Payment**.

Craig Ottavelli
120 State Ave NE #303
Olympia, WA 98501

RCVD 08/31/22 2:46PM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Olympia Tumwater Foundation — Organization/Agency Name
91-0741161 — Federal Tax ID Number

John Freedman — Contact Name
Executive Director — Title

PO Box 4098 — Mailing Address
Tumwater — City
WA — State
98501 — Zip

360-943-2550 — Phone
olytumfoundation.org — Website
jfreedman@olytumfoundation.org — Email Address

☒ Tourism Promotion/Marketing Activities ☐ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $10,000 Total Project / Event Budget: $12,000

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

Promotional video of Tumwater Historic District

**If an Event/Festival, complete the following:* ☐ New Event ☐ Annual Event for _____ number of years

Name of Event/Festival | Location | Date of Event/Festival

CERTIFICATION

I hereby state on behalf of Olympia Tumwater Foundation that the:
Organization/Agency Name

Applicant is: ☒ Nonprofit ☐ For Profit ☐ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

John Freedman Executive Director — Name and Title
John Freedman — Signature
8/31/2022 — Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   The Olympia Tumwater Foundation and the City of Tumwater have an incredible opportunity to create lasting, influential marketing material for the Tumwater Historic District. We propose a promotional video of the Tumwater Historic District.

   We focus this proposal on the entire Tumwater Historic District, but with a focus on the district's largest attraction, Brewery Park at Tumwater Falls, a facility that typically attracts over 250,000 visitors each year. The opportunity to increase the number of visits over the next few years is encouraging in the extreme. Many improvements and changes are under way:

   --The Brewmaster's House will be open to the public once again in 2023 with an exhibition on the history of the Olympia Brewing Company. This video will direct people to the Brewmaster's House and by extension, the neighboring Crosby House. Events will be coordinated between the Olympia Tumwater Foundation, City of Tumwater, and Daughters of the Pioneers of Washington so that all the historic homes in the district will be available for tours during days that the Brewmaster's House exhibition is open.

   --The Schmidt House will complete a renovation of the archives and first floor, including an ADA-compliant lift, and will again be open for regular tours. Its beautiful grounds are remarkable from the air, and the video's visibility will increase visitor numbers.

   --The video will be shot during winter/spring and the peak of the fall salmon run, showcasing the significant and historical natural resources of the river, as well as the still-new Washington Department of Fish and Wildlife hatchery facility.

   --It will show the proximitiy of all Tumwater's historic sites to each other, as well as how the Deschutes Valley Trail connects the majority of the distirct with ease. It will include historic photos and aerial footage from today to give context to historic locations.

   --Plans are in the works for a new park history and nature center that will include a dedicated cultural exhibit space.

   To introduce these historic treasures and facilities to the public, we are proposing a promotional video by noted creative director and videographer Austin DeWees comprising the Tumwater Historic District. Utilizing the latest in aerial technology, the video will include a well-timed "first person view" and aerial fly-over from the lower Tumwater Historical Park up the Deschutes River (over the lower falls lookout and bridge), through both sides of the trail system, over the upper bridge, and around the salmon ladders and hatchery.

   The video will also include B-roll of the surrounding area, including the Old Brewhouse; Schmidt, Crosby, and Brewmaster's Houses; and historic photographs to give context to historic locations.

   This video will serve as a narrated welcome to Tumwater and is destined to become a reason why tourists and visitors will stop and stay in the city.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

This video is designed to show tourists and visitors the beauty, sites, and activities there are within the Tumwater Historic District. Viewers will appreciate Tumwater's history and encourage a prolonged stay to learn more about the community and its amenities.

b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

The Olympia Tumwater Foundation has closed the Schmidt House to the public for the first part of 2023 to complete a renovation to the basement archives and ADA additions to the first floor space

The foundation has launched a capital campaign for a new $7.5M History & Nature Center to be located in Brewery Park at Tumwater Falls..

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

The Olympia Tumwater Foundation owns and operates Brewery Park at Tumwater Falls, a popular destination for tourists visiting South Puget Sound that receives over 250,000 visitors in a typical year. To enhance the experience of visitors to the park, interpretive markers were installed along the walking paths. These markers invite tourists to look at historic photographs from the settler era and to read about Tumwater’s brewing history.

Free guided walking tours of the park—within walking distance of the Crosby House, Brewmaster's House, and the Schmidt House—led by a local historian offer a personalized approach to bring the past alive. Tour guides answer questions and offer additional information to visitors about continuing their stay in Tumwater.

An acclaimed history program, staffed and housed at the Schmidt House by professional historians, offers assistance on all aspects of Tumwater and local history and are available to provide special talks and tours to hotel guests. The Daughters of the Pioneers of Washington are an organization of volunteers who operate the Crosby House, and offer regular tours to the public.

Olympia Tumwater Foundation board and committee members are all volunteers. Brewery Park at Tumwater Falls has volunteer support for various plant exhibits and maintenance such as invasive ivy removal. The Schmidt House receives unpaid efforts for the care of the Centennial Rose Garden and enjoys considerable voluntary support in cataloging its archives. Volunteer hours vary from 500 to 1,000 hours per year.

The city-owned Brewmaster's House will be open in the summer of 2023 with an exhibition on the Olympia Brewing Company with assistance from Olympia Tumwater Foundation staff and between 5 and 10 volunteers who were former brewery employees. It will be an experience for visitors to feel what it was like when the brewery was operational and what it was like to be part of the company that made Tumwater famous. The brewery was a huge tourist draw for Tumwater. The promotional video will showcase the Brewmaster's House, which will be marketed and advertised throughout the region and will add a significant offering to the historic district.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

N/A.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   No.

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   83%.

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   Many events are held in the Tumwater Historic District and Brewery Park each year including festivals and the fall salmon run. Brewery Park has been identified by Jayray Research as one of the top five reasons tourists visit Thurston County. Approximately 50 weddings, meetings, and events are held at Olympia Tumwater Foundation facilities each year and employ local food services and increase lodging in the Tumwater area. Experience Olympia and Beyond lists Brewery Park at Tumwater Falls as one of the tourist draws in Thurston County and as the number one "thing to do" in "Your Guide to Tumwater and Beyond."

   According to the Thurston County Economic Development Council (EDC), Brewery Park at Tumwater Falls generates over $1M per year in economic impact to the surrounding community. We expect that this video will increase that impact.

8. How broad-based will the tourism promotion benefit be geographically and economically?

   The promotional video will be included on our social media platforms (Facebook, Instagram, and YouTube), which together have over 5,000 followers. It will be embedded in our newly-designed website. Per Google, our park listing generates about 26,000 monthly views and 4,600 site interactions per month.

   The Schmidt House will be open for regular tours after a significant renovation; the Brewmaster's House will be open with the visual and audio history of the Olympia Brewing Company; the Crosby House will again be open for tours after a long absence due to the COVID pandemic; and both parks, which are already large draws for visitors, will be open to the public as well, making right now a perfect opportunity to showcase the beauty and possibilities for staying in Tumwater.

   Because the video will be for the entire Tumwater Historic District, it will be provided to and available for use by the City of Tumwater and Daughters of the Pioneers of Washington to also share via their platforms, increasing its shares and views exponentially.

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

   Funding this promotional video will highlight compeling historic attractions for cultural travelers, who tend to spend more and stay longer than average tourists, to visit the Tumwater area.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

a) Staying overnight in paid accommodations away from their place of residence or business — 360

b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 360

c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 480

d) Attending but not included in one of the three categories above (a. b. and c.) — 10,800

e) Total number of hotel rooms / room nights generated in Tumwater — 120 / 240
 # Rooms **#Nights**

f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 300

g) Overall attendance — 12,000

h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

- Survey form at Brewery Park and on website, in person survey, and map codes.
- Geofencing with demographic analysis.

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

We will use a survey form which can be completed in person or via our website/social media. The actual form produced will contain the questions asked in number 10 above and also be available online. Drawings for gifts (foundation-branded items, local restaurant gift cards, etc.) will be offered to entice survey participation.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

This information will also be posted on our website and the shorter "social cut" teaser video will be available for Experience Olympia and Beyond to promote on its website, which includes lodging establishments.

Our Fun Map has a listing of Tumwater hotels.

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

We will include Tumwater promotional materials (e.g., local amenities, events, website links) in our visitor center and website. Wherever the promotional video is posted, whether on a website or social media post, links to Experience Olympia and Beyond's Tumwater attractions and resources will accompany it for further information. We will also use geocaching data to promote the historic district.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

Our Tumwater Historic District Fun Map has been completed that promotes Tumwater's lodging establishments. The map highlights the historic and scenic attractions of the Tumwater Historic District as a destination to out-of-county visitors.

We are hosting Tumwater Falls Fest the first Saturday in October to celebrate the Deschutes River and falls as a traditionally sacred and significant area for trade and industry in Tumwater's history. It will coincide with the fall salmon run and it's our goal to make this festival an annual event which will bring in more visitors every year.

Since 1977, the area we are proposing to film has been listed on the National Register of Historic Places as a National Historic District. We are actively applying for National Register signage, and in addition, we are petitioning for recognition of the Cowlitz Trail, an offshoot of the Oregon Trail, as a National Historic Trail, which will also bring in cultural tourists.

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
For example: how do you intend to alternatively fund your program / which services will not happen?

If our request is only partially funded we would have to significantly reduce the scope of the project by cutting aerial flight time down and only include Brewery Park and not the Tumwater Historic District. This would decrease the tourism outcome that our proposal projected.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

City of Tumwater
Daughters of the Pioneers of Washington
Experience Olympia and Beyond (Olympia - Lacey - Tumwater Visitor & Convention Bureau)
Rapt Visuals
Squaxin Island Tribe

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

Although it is difficult to strictly quantify the effect of the requested materials, we strongly believe the positive impact to the local economy will justify the use of public monies.

The offices of the Olympia Tumwater Foundation are located in Brewery Park and function as an unofficial visitors "information hub" to our 250,000 annual visitors. The staff spends a great deal of time answering questions, distributing promotional materials, and directing visitors to local facilities and services.

The Olympia Tumwater Foundation and City of Tumwater have enjoyed a strong relationship since the foundation opened the then called Tumwater Falls Park in 1962. More than 15 million people have since visited the park and delighted in the splendors provided by this urban oasis. Funding the foundation's request will not only directly boost cultural tourism but will also increase awareness of the vast history of the Tumwater area.

Lodging Tax Budget Form

Lodging Tax Applicant: Olympia Tumwater Foundation

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		
Admission:		
Reserves:		
Donations/Contributions:		
Grants:		
Program Service Fees:		
In-kind Donations:		
Gift Shop:		
Vendor Fees:		
Fundraising Activities:		
City of Lacey Lodging Tax:		
City of Olympia Lodging Tax:		
City of Tumwater Lodging Tax:		$10,000.00
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)		
Other Source:		
Other Source:		
Other Source:		
TOTAL REVENUE:		**$10,000.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		$2,000.00
Administration: (utilities, phone, etc.)		
Marketing and Promotion:		
Professional / Consultant Fees:		$10,000.00
Equipment:		
Facility / Event Venue Rental:		
Travel: (please specify)		
All Other Expenses: (please specify)		
Other Expense:		
Other Expense:		
Other Expense:		
TOTAL EXPENSES:		**$12,000.00**
PROGRAM EXCESS (DEFICIT):		**($2,000.00)**

CITY OF TUMWATER
DEC - 8 2021
EXECUTIVE DEPARTMENT

INVOICE
CITY OF TUMWATER
TOURISM/LODGING TAX PROGRAM FUNDING

CONTACT PERSON:_John Freedman_____ Employer Identification Number:_91-0741161_____

AGENCY: _Olympia Tumwater Foundation_____ DATE: _12/3/2021_____

ADDRESS_PO Box 4098_____ PHONE: _360.481.0608_____

_Tumwater, WA 98501_____ EMAIL:_jfreedman@olytumfoundation.org___

Proof of Payment Must Be Attached

The agency identified above provided the following services to the City of Tumwater to promote tourism (see RCW 67.28.080).

Services Provided (Scope of Services/Exhibit A)	Date(s) Provided	Cost (Itemized)
Monument stone procurement, design, and sculting. Progress payment #1	2/18/2021	$4000
Monument scultping. Progress payment #2	5/22/2021	$2000
Monument scuplting	12/3/2021	$3000

TOTAL AMOUNT REQUESTED: $ 3,625.00

AFFIDAVIT OF VERIFICATION

I, the undersigned, do hereby certify under penalty of perjury that materials have been furnished, the services rendered or the labor performed as described herein (and as outlined in the Scope of Services attached as Exhibit A in the contract document), and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify said claim.

SIGNATURE

_Executive Director_____
TITLE

Please mail this invoice to:
Hanna M. Miles
Executive Department
555 Israel Road SW
Tumwater, WA 98501

Olympia Tumwater Foundation (OTF)
Scope of Services
2021 LTAC – Attachment A

The Olympia Tumwater Foundation intends to invoice for some or all of the following costs associated with the 2021 LTAC project for Brewery Park at Tumwater Falls sandstone sculpture:

- Procurement of large sandstone block for sculpture
- Design of sculpture
- Carving and sculpting of sandstone block by Tenino Stonecarvers and Lenkerbrooks Stoneworks
- Installation of finished sculpture within Brewery Park at Tumwater Falls

CITY OF TUMWATER
DEC - 8 2021
EXECUTIVE DEPARTMENT

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: Olympia Tumwater Foundation

Submitted By: John Freedman

Date: 12/3/2021

Email Address: jfreedman@olytumfoundation.org

Phone: 360.481.0608

This Report Covers:

Activity Name: Olympia Brewing Company Monument

Activity Type: ☐ Special Event/Festival ☐ Marketing/Tourism Promotion Agency ☒ Facility

Activity Start Date: 1/01/2021

Activity End Date: 12/3/2021

Total Activity Cost: $9,000.00

Total amount of Tumwater lodging tax funds requested: $3,625.00

Total amount of Tumwater lodging tax funds expended: $3,625.00

Total amount of lodging tax funds expended from all jurisdictions: $3,625.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	8,000
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD:		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	21,200
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD:		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	480
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD:		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	800
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD:		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	120
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD:		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	180
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD: N/A		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

N/A

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

N/A

Did you complete all of the items on your Scope of Services consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

No, a principal sculptor sustained a hand injury and had complications resulting in 5 months of lost work. COVID-19 delays also had a major impact on work scheduling. As of 12/3/2021, the sculpture is 85% complete with detail sculpting and installation at Brewery Park at Tumwater Falls the remaining tasks. See attached progress photos. We anticipate project completion and installation of the monument no later than March 31, 2022 with our own resources.

What expenses did you pay using Tumwater Lodging Tax funds?

Purchase and transport of of large sandstone monument block, sculpture design, and carving of the sandstone block.

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

Yes, we plan to integrate the Olympia Brewing Company monument with our activities to promote the many new additions to our park e.g. the ADA / Bicycle trail sponsored by the City of Tumwater and the new WDFW salmon hatchery with viewing windows.

Olympia Brewing Company Monument - LTAC 2021, Olympia Tumwater Foundation

We anticipate completion by March 31, 2022.

Please see the following photos of the current work progress:









Item 5.

Extended to November 15, 2021

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ **Do not enter social security numbers on this form as it may be made public.**

▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2020

Open to Public Inspection

A For the 2020 calendar year, or tax year beginning **and ending**

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/ terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization
Olympia Tumwater Foundation

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) — Room/suite
PO Box 4098

City or town, state or province, country, and ZIP or foreign postal code
Tumwater, WA 98501

F Name and address of principal officer: John Freedman
PO Box 4098, Tumwater, WA 98501

D Employer identification number
91-0741161

E Telephone number
360-943-2550

G Gross receipts $ 3,661,952.

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions

H(c) Group exemption number ▶

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ www.olytumfoundation.org

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation: 1950 **M** State of legal domicile: WA

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: The Olympia Tumwater Foundation honors both the history and future of Thurston County through its

2 Check this box ▶ ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	16
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	16
5	Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	9
6	Total number of volunteers (estimate if necessary)	6	2
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.

Revenue

		Prior Year	Current Year
8	Contributions and grants (Part VIII, line 1h)	173,504.	214,605.
9	Program service revenue (Part VIII, line 2g)	0.	0.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	396,881.	232,469.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	14,699.	0.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	585,084.	447,074.

Expenses

13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	135,000.	92,500.
14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	288,836.	289,194.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 30,000.		
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	279,556.	255,600.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	703,392.	637,294.
19	Revenue less expenses. Subtract line 18 from line 12	-118,308.	-190,220.

Net Assets or Fund Balances

		Beginning of Current Year	End of Year
20	Total assets (Part X, line 16)	11,430,106.	11,432,760.
21	Total liabilities (Part X, line 26)	120,800.	197,762.
22	Net assets or fund balances. Subtract line 21 from line 20	11,309,306.	11,234,998.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ Signature of officer — Date

▶ John Freedman, Executive Director
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check if self-employed	PTIN
Terry D Sodders CPA			☐	P00003151

Firm's name ▶ Aiken & Sanders Inc PS — Firm's EIN ▶ 91-0870697

Firm's address ▶ 324 S Main St Unit A
Montesano, WA 98563-4502 — Phone no. 360-533-3370

May the IRS discuss this return with the preparer shown above? See instructions ☐ Yes ☐ No

See Schedule O for Organization Mission Statement Continuation

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III X

1 Briefly describe the organization's mission:
The Olympia Tumwater Foundation honors both the history and future of Thurston County through its commitment to a wide range of community projects including student scholarships, historic preservation, and stewardship of Brewery Park at Tumwater Falls.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ..... Yes X No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ..... Yes X No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 182,735. including grants of $) (Revenue $)
Opened in 1962 as a gift to the South Sound community, Brewery Park at Tumwater Falls combines spectacular scenery with historical significance situated along the banks of the last quarter mile of the Deschutes River. The Park receives over 250,000 visitors each year and is one of the largest privately owned parks in Washington State. Every fall, thousands of visitors and school students witness the majestic salmon working their way up the river during their annual migration.

4b (Code:) (Expenses $ 103,493. including grants of $ 92,500.) (Revenue $)
Since 1966, the Olympia Tumwater Foundation has been offering scholarships to graduating seniors from Thurston County high schools and has become a major scholarship source in the community. The program has aided more than 500 local students with over $2.0M applied toward their continuing education.

The Foundation is governed by a board of respected community leaders and has deep, longstanding ties to the South Puget Sound region.

4c (Code:) (Expenses $ 163,782. including grants of $) (Revenue $)
The Foundation also owns and operates the historic Schmidt House built in 1904 by Leopold Schmidt, founder of the Olympia Brewing Company. The home is made available to various nonprofit, cultural, educational and historic organizations in support of their mission. Also located in the House are the Foundation archives which serve as a repository for artifacts, documents, and objects preserving the memory and legacy of the Schmidt family and the Olympia Brewing Company as well as supporting and promoting the architectural and cultural heritage of the Tumwater Historic District.

The Foundation has a robust history program staffed by a public history manager and archivist to archives curation and preservation.

4d Other program services (Describe on Schedule O.)
(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses ▶ 450,010.

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*?	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d	X	
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f	X	
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I*	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22	X	
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a	3		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?			1c X	

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return **2a** 9			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	**2b**	X	
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file* (see instructions)			
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	**3a**		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	**3b**		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	**4a**		X
b	If "Yes," enter the name of the foreign country ▶ _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	**5a**		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	**5b**		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	**5c**		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	**6a**		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	**6b**		
7	**Organizations that may receive deductible contributions under section 170(c).**			
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	**7a**		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	**7b**		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	**7c**		X
d	If "Yes," indicate the number of Forms 8282 filed during the year **7d**			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	**7e**		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	**7f**		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	**7g**		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	**7h**		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	**8**		
9	**Sponsoring organizations maintaining donor advised funds.**			
a	Did the sponsoring organization make any taxable distributions under section 4966?	**9a**		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	**9b**		
10	**Section 501(c)(7) organizations.** Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12 **10a**			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities **10b**			
11	**Section 501(c)(12) organizations.** Enter:			
a	Gross income from members or shareholders **11a**			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) **11b**			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	**12a**		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year **12b**			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**			
a	Is the organization licensed to issue qualified health plans in more than one state?	**13a**		
	Note: See the instructions for additional information the organization must report on Schedule O.			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans **13b**			
c	Enter the amount of reserves on hand **13c**			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	**14a**		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	**14b**		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	**15**		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	**16**		X

Part VI Governance, Management, and Disclosure *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI X

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	16		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	16		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this was done*	12c	X	
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	15b	X	
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ WA

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records ▶

John Freedman - 360-943-2550

PO Box 4098, Tumwater, WA 98501

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) John Freedman Executive Director	40.00			X				113,182.	0.	3,296.
(2) Blake Lindskog Treasurer	1.00	X		X				0.	0.	0.
(3) Fred Gentry Trustee	0.50	X						0.	0.	0.
(4) Jill Crowson Trustee	0.50	X						0.	0.	0.
(5) Waite Dalrymple Vice President	1.00	X		X				0.	0.	0.
(6) Jim Bremner Trustee	0.50	X						0.	0.	0.
(7) Dan Jones Trustee	0.50	X						0.	0.	0.
(8) Katie Hurley Executive Member at Large	0.50	X						0.	0.	0.
(9) Bobbi Miles Trustee	0.50	X						0.	0.	0.
(10) Dan O'Neill Trustee	0.50	X						0.	0.	0.
(11) Drew Phillips Trustee	0.50	X						0.	0.	0.
(12) Lee Wojnar President	1.00	X		X				0.	0.	0.
(13) Perry Shea Trustee	0.50	X						0.	0.	0.
(14) John Dodge Trustee	0.50	X						0.	0.	0.
(15) Cecelia Loveless Trustee	0.50	X						0.	0.	0.
(16) Gary Swindler Trustee	0.50	X						0.	0.	0.
(17) Andrew Edwards Trustee	0.50	X						0.	0.	0.

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal ▶								113,182.	0.	3,296.
c Total from continuation sheets to Part VII, Section A ▶								0.	0.	0.
d Total (add lines 1b and 1c) ▶								113,182.	0.	3,296.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶ 1

		Yes	No
3	Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*		X
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	148,021.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	66,584.				
	g Noncash contributions included in lines 1a-1f	1g	$ 5,417.				
	h **Total.** Add lines 1a-1f ▶			214,605.			
Program Service Revenue		**Business Code**					
	2a						
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g **Total.** Add lines 2a-2f ▶						
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts) ▶			286,690.			286,690.
	4 Income from investment of tax-exempt bond proceeds ▶						
	5 Royalties ▶						
			(i) Real	(ii) Personal			
	6a Gross rents	6a					
	b Less: rental expenses	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss) ▶						
			(i) Securities	(ii) Other			
	7a Gross amount from sales of assets other than inventory	7a	3,160,306.	351.			
	b Less: cost or other basis and sales expenses	7b	3,214,878.	0.			
	c Gain or (loss)	7c	-54,572.	351.			
	d Net gain or (loss) ▶			-54,221.			-54,221.
	8a Gross income from fundraising events (not including $ _____ of contributions reported on line 1c). See Part IV, line 18	8a					
	b Less: direct expenses	8b					
	c Net income or (loss) from fundraising events ▶						
	9a Gross income from gaming activities. See Part IV, line 19	9a					
	b Less: direct expenses	9b					
	c Net income or (loss) from gaming activities ▶						
	10a Gross sales of inventory, less returns and allowances	10a					
	b Less: cost of goods sold	10b					
	c Net income or (loss) from sales of inventory ▶						
Miscellaneous Revenue		**Business Code**					
	11a						
	b						
	c						
	d All other revenue						
	e **Total.** Add lines 11a-11d ▶						
	12 **Total revenue.** See instructions ▶			447,074.	0.	0.	232,469.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	92,500.	92,500.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	113,182.	57,280.	55,902.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	152,855.	144,073.	8,782.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	23,157.	17,906.	5,251.	
11 Fees for services (nonemployees):				
a Management				
b Legal	525.	525.		
c Accounting	8,600.		8,600.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	45,220.		45,220.	
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	37,189.	7,189.		30,000.
12 Advertising and promotion				
13 Office expenses	35,909.	19,562.	16,347.	
14 Information technology	6,914.	2,593.	4,321.	
15 Royalties				
16 Occupancy	19,027.	18,933.	94.	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	59,039.	56,867.	2,172.	
23 Insurance	17,902.	9,364.	8,538.	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Repairs and Maintenance	11,715.	11,715.		
b In-Kind	5,417.	5,417.		
c Event Expense	4,323.	4,216.	107.	
d NEWSLETTER	3,820.	1,870.	1,950.	
e All other expenses				
25 **Total functional expenses.** Add lines 1 through 24e	637,294.	450,010.	157,284.	30,000.
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash - non-interest-bearing	3,530.	1	3,732.
	2	Savings and temporary cash investments	103,752.	2	97,771.
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net	80,446.	4	127,664.
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	9,323.	9	11,465.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a: 1,855,251.			
	b	Less: accumulated depreciation — 10b: 1,175,557.	642,262.	10c	679,694.
	11	Investments - publicly traded securities	9,677,268.	11	9,682,938.
	12	Investments - other securities. See Part IV, line 11		12	
	13	Investments - program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11	913,525.	15	829,496.
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)	11,430,106.	16	11,432,760.
Liabilities	17	Accounts payable and accrued expenses	44,800.	17	43,175.
	18	Grants payable	76,000.	18	95,830.
	19	Deferred revenue		19	
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	0.	25	58,757.
	26	**Total liabilities.** Add lines 17 through 25	120,800.	26	197,762.
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ▶ ☒ and complete lines 27, 28, 32, and 33.**			
	27	Net assets without donor restrictions	10,287,650.	27	10,289,226.
	28	Net assets with donor restrictions	1,021,656.	28	945,772.
		Organizations that do not follow FASB ASC 958, check here ▶ ☐ and complete lines 29 through 33.			
	29	Capital stock or trust principal, or current funds		29	
	30	Paid-in or capital surplus, or land, building, or equipment fund		30	
	31	Retained earnings, endowment, accumulated income, or other funds		31	
	32	Total net assets or fund balances	11,309,306.	32	11,234,998.
	33	Total liabilities and net assets/fund balances	11,430,106.	33	11,432,760.

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	447,074.
2	Total expenses (must equal Part IX, column (A), line 25)	2	637,294.
3	Revenue less expenses. Subtract line 2 from line 1	3	-190,220.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	11,309,306.
5	Net unrealized gains (losses) on investments	5	115,912.
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	11,234,998.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☒

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b	X	
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE A (Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ **Attach to Form 990 or Form 990-EZ.**

▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2020

Open to Public Inspection

Name of the organization	Employer identification number
Olympia Tumwater Foundation	91-0741161

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____

10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations .....

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	179,983.	108,582.	344,622.	173,504.	214,605.	1021296.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3	179,983.	108,582.	344,622.	173,504.	214,605.	1021296.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4.						1021296.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4	179,983.	108,582.	344,622.	173,504.	214,605.	1021296.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	328,224.	347,602.	357,958.	312,278.	286,690.	1632752.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 **Total support.** Add lines 7 through 10						2654048.

12 Gross receipts from related activities, etc. (see instructions) ▶ 12

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2020 (line 6, column (f), divided by line 11, column (f)) 14 38.48 %

15 Public support percentage from 2019 Schedule A, Part II, line 14 15 33.55 %

16a **33 1/3% support test - 2020.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☒

b **33 1/3% support test - 2019.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

17a **10% -facts-and-circumstances test - 2020.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ▶ ☐

b **10% -facts-and-circumstances test - 2019.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2019 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2020** (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from **2019** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests - 2020.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33 1/3% support tests - 2019.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in* **Part VI** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in* **Part VI** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* **Part VI** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in* **Part VI** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in* **Part VI,** *including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in* **Part VI.**	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in* **Part VI.**	9a		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in* **Part VI.**	9b		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in* **Part VI.**	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?	**11a**		
b	A family member of a person described in line 11a above?	**11b**		
c	A 35% controlled entity of a person described in line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in* **Part VI.**	**11c**		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in* **Part VI** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	**1**		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* **Part VI** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	**2**		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* **Part VI** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	**1**		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	**1**		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* **Part VI** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	**2**		
3	By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* **Part VI** *the role the organization's supported organizations played in this regard.*	**3**		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year* **(see instructions).**

- **a** ☐ The organization satisfied the Activities Test. *Complete* **line 2** *below.*
- **b** ☐ The organization is the parent of each of its supported organizations. *Complete* **line 3** *below.*
- **c** ☐ The organization supported a governmental entity. *Describe in* **Part VI** *how you supported a governmental entity (see instructions).*

			Yes	No
2	Activities Test. **Answer lines 2a and 2b below.**			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* **Part VI identify those supported organizations and explain** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	**2a**		
b	Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* **Part VI** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	**2b**		
3	Parent of Supported Organizations. **Answer lines 3a and 3b below.**			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No" provide details in* **Part VI.**	**3a**		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* **Part VI** *the role played by the organization in this regard.*	**3b**		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in* **Part VI**). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	**1**		
2 Recoveries of prior-year distributions	**2**		
3 Other gross income (see instructions)	**3**		
4 Add lines 1 through 3.	**4**		
5 Depreciation and depletion	**5**		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	**6**		
7 Other expenses (see instructions)	**7**		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	**8**		

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	**1a**		
b Average monthly cash balances	**1b**		
c Fair market value of other non-exempt-use assets	**1c**		
d **Total** (add lines 1a, 1b, and 1c)	**1d**		
e **Discount** claimed for blockage or other factors (*explain in detail in* **Part VI**):			
2 Acquisition indebtedness applicable to non-exempt-use assets	**2**		
3 Subtract line 2 from line 1d.	**3**		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	**4**		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	**5**		
6 Multiply line 5 by 0.035.	**6**		
7 Recoveries of prior-year distributions	**7**		
8 **Minimum Asset Amount** (add line 7 to line 6)	**8**		

Section C - Distributable Amount		Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	**1**	
2 Enter 0.85 of line 1.	**2**	
3 Minimum asset amount for prior year (from Section B, line 8, column A)	**3**	
4 Enter greater of line 2 or line 3.	**4**	
5 Income tax imposed in prior year	**5**	
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	**6**	

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D - Distributions		Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	1	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4 Amounts paid to acquire exempt-use assets	4	
5 Qualified set-aside amounts (prior IRS approval required - *provide details in* **Part VI**)	5	
6 Other distributions (*describe in* **Part VI**). See instructions.	6	
7 **Total annual distributions.** Add lines 1 through 6.	7	
8 Distributions to attentive supported organizations to which the organization is responsive (*provide details in* **Part VI**). See instructions.	8	
9 Distributable amount for 2020 from Section C, line 6	9	
10 Line 8 amount divided by line 9 amount	10	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1 Distributable amount for 2020 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2020 (reasonable cause required - *explain in* **Part VI**). See instructions.			
3 Excess distributions carryover, if any, to 2020			
a From 2015			
b From 2016			
c From 2017			
d From 2018			
e From 2019			
f **Total** of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2020 distributable amount			
i Carryover from 2015 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2020 from Section D, line 7: $			
a Applied to underdistributions of prior years			
b Applied to 2020 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* **Part VI.** See instructions.			
6 Remaining underdistributions for 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* **Part VI**. See instructions.			
7 **Excess distributions carryover to 2021.** Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2016			
b Excess from 2017			
c Excess from 2018			
d Excess from 2019			
e Excess from 2020			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Schedule B
(Form 990, 990-EZ, or 990-PF)
Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2020

Name of the organization

Olympia Tumwater Foundation

Employer identification number

91-0741161

Organization type (check one):

Filers of:	Section:
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.**
Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

[ ] For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling $5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

[X] For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** $5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than $1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than $1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling $5,000 or more during the year ..... ▶ $ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization: Olympia Tumwater Foundation

Employer identification number: 91-0741161

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	Mr. & Mrs Seaman 2103 Harrison Ave NW, PMB 764 Olympia, WA 98502	$ 10,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
2	Frank & Sue Schmidt PO Box 507 Olympia, WA 98540	$ 5,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
3	City Of Tumwater 555 Israel Road SW Tumwater, WA 98501	$ 70,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
4	O'Bee Credit Union 3900 Cleveland Ave SE Tumwater, WA 98501	$ 10,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
5	Eileen Swarthout 3445 Simmons Mill Ct SW Unit A Olympia, WA 98512	$ 5,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
6	Thurston County Auditor 2000 Lakeridge DR SW #1 Olympia, WA 98502	$ 5,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization: Olympia Tumwater Foundation

Employer identification number: 91-0741161

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7	WA Dept Commerce 1011 Plum St SE OLympia, WA 98501	$ 48,500.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
8	Thurston County Economic Development Council 4220 6TH AVE SE LACEY, WA 98503	$ 15,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
9	Fidelity Charitable PO Box 770001 Cincinnati, OH 45277	$ 10,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization: Olympia Tumwater Foundation

Employer identification number: 91-0741161

Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

Name of organization: Olympia Tumwater Foundation

Employer identification number: 91-0741161

Part III **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than $1,000 for the year from any one contributor.** Complete columns **(a)** through **(e) and** the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **$1,000 or less** for the year. (Enter this info. once.) ▶ $

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020

Open to Public Inspection

Name of the organization
Olympia Tumwater Foundation

Employer identification number
91-0741161

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
- ☐ Preservation of land for public use (for example, recreation or education)
- ☐ Preservation of a historically important land area
- ☐ Protection of natural habitat
- ☐ Preservation of a certified historic structure
- ☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included in (a)	2c	
d	Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ $ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ $ _____

(ii) Assets included in Form 990, Part X ▶ $ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ $ _____

b Assets included in Form 990, Part X ▶ $ _____

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ▶ _____%
b Permanent endowment ▶ _____%
c Term endowment ▶ _____%

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations	3a(i)		
(ii) Related organizations	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		73,049.		73,049.
b Buildings		795,499.	561,682.	233,817.
c Leasehold improvements				
d Equipment		121,170.	80,593.	40,577.
e Other		865,533.	533,282.	332,251.
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)* ▶				679,694.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) Schmidt Charitable Remainder Trust	804,986.
(2) Accrued Interest	24,510.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 15.)* ▶	829,496.

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) PPP LOAN	58,757.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 25.)* ▶	58,757.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... X

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	517,766.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a	115,912.		
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	115,912.
3	Subtract line **2e** from line **1**			3	401,854.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	45,220.		
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	45,220.
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	447,074.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	592,074.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0.
3	Subtract line **2e** from line **1**			3	592,074.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	45,220.		
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	45,220.
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	637,294.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part X, Line 2:

The Foundation files income tax returns in the U.S. federal jurisdiction. The Foundation is no longer subject to U.S. federal income tax examinations by tax authorities for the years before 2017. Currently, there is no examination or pending examination with the Internal Revenue Service (IRS).

As of December 31, 2020, there are no tax positions for which the deductibility is certain but for which there is uncertainty regarding the timing of such deductibility.

Part XII, Line 4b - Other Adjustments:

Part XIII Supplemental Information *(continued)*

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SCHEDULE I (Form 990)

Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

▶ **Attach to Form 990.**

▶ **Go to www.irs.gov/Form990 for the latest information.**

OMB No. 1545-0047

2020

Open to Public Inspection

Name of the organization
Olympia Tumwater Foundation

Employer identification number
91-0741161

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ..... [X] Yes [ ] No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than $5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	**(b)** EIN	**(c)** IRC section (if applicable)	**(d)** Amount of cash grant	**(e)** Amount of non-cash assistance	**(f)** Method of valuation (book, FMV, appraisal, other)	**(g)** Description of noncash assistance	**(h)** Purpose of grant or assistance

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table ..... ▶

3 Enter total number of other organizations listed in the line 1 table ..... ▶

LHA **For Paperwork Reduction Act Notice, see the Instructions for Form 990.** **Schedule I (Form 990) 2020**

032101 11-02-20

Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
College Scholarships	17	92,500.	0.		

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

Part I, Line 2:

Applications are required for requesting of funds. Proof of attendance is required for the payout of scholarships.

SCHEDULE O (Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
▶ **Attach to Form 990 or 990-EZ.**
▶ **Go to www.irs.gov/Form990 for the latest information.**

OMB No. 1545-0047

2020

Open to Public Inspection

Name of the organization: Olympia Tumwater Foundation

Employer identification number: 91-0741161

Form 990, Part I, Line 1, Description of Organization Mission:

commitment to a wide range of community projects including student scholarships, historic preservation, and stewardship of Brewery Park at Tumwater Falls.

Through such civic involvement, the Foundation continues the tradition of philanthropy and responsible citizenship established by the Schmidt family and the Olympia Brewing Company.

Form 990, Part III, Line 1, Description of Organization Mission:

Through such civic involvement, the Foundation continues the tradition of philanthropy and responsible citizenship established by the Schmidt family and the Olympia Brewing Company.

Form 990, Part VI, Section B, line 11b:

The 990 is reviewed by the Executive Committee prior to submitting to the IRS.

Form 990, Part VI, Section B, Line 12c:

Board members review and sign the conflict of interest policy on an annual basis

Form 990, Part VI, Section B, Line 15:

Executive committee determines executive director's compensation by comparability data.

Name of the organization: Olympia Tumwater Foundation

Employer identification number: 91-0741161

Form 990, Part VI, Section C, Line 18:

Documents are available upon request.

Form 990, Part VI, Section C, Line 19:

Documents are available upon request.

Part XII Line 2C

The process has not changed.

RESTATED ARTICLES OF INCORPORATION
OF
THE OLYMPIA TUMWATER FOUNDATION

The undersigned, acting under the Washington Nonprofit Corporation Act (Revised Code of Washington 24.03) hereby states that the Restated Articles of Incorporation of The Olympia Tumwater Foundation set forth below correctly set forth without change the provisions of the Articles of Incorporation as amended and the Restated Articles of Incorporation supersedes the original Articles of Incorporation and all amendments thereto.

ARTICLE I
Name

The name of this corporation is THE OLYMPIA TUMWATER FOUNDATION.

ARTICLE II
Duration

The period of duration of this corporation shall be perpetual.

ARTICLE III
Purposes

The purposes for which this corporation, a nonprofit charitable organization, is formed are:

(a) To cultivate and promote the education and participation of the public in environmental preservation;

(b) To own and operate Tumwater Falls Park & Schmidt House open to the public to foster the purposes of the organization;

(c) To provide educational opportunities to residents of Thurston County, Washington;

(d) To receive and administer funds for scientific, educational, and charitable purposes and to that end to take and hold by bequest, devise, gift, grant, purchase, lease, or otherwise, either absolutely or jointly with any other person, persons, or corporation, any property, real, personal, tangible, or intangible, or any undivided interests therein, without limitation as to amount or value; to sell, convey, or otherwise dispose of any such property and to invest, reinvest, or deal with the principal or the income thereof in such manner as, in the judgment of the directors, will best promote the purposes of the corporation without limitation, except such limitations, if any, as may be contained in the instrument under which such property is received, these Articles of Incorporation, the Bylaws of this corporation or any laws applicable thereto; and

(e) To engage in any other lawful activity which may hereafter be authorized from time to time by the Board of Trustees; provided, however, that the purposes for which the corporation is formed shall at all times be consistent with Section 501(c)(3) of the Internal Revenue Code of 1986, as it now exists or as hereafter amended (the "Code"), including within such purposes the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Code.

ARTICLE IV
Powers

This corporation shall have the power to do all lawful acts or things necessary, appropriate or desirable to carry out and in furtherance of its purposes described in Article III which are consistent with the Washington Nonprofit Corporation Act and Section 501(c)(3) of the Code.

ARTICLE V
Influence Legislation

No substantial part of the activities of this corporation shall be devoted to attempting to influence legislation by propaganda or otherwise, and the corporation shall not participate in, or intervene in (including the publication or distribution of statements with respect to) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE VI
Registered Office

The address of the registered office of this corporation is Administration Building, Falls Park, P.O. Box 4098, Tumwater, Washington, 98501, and the name of its initial registered agent at such address is Jacalyn L. Tobosa. The written consent of such person to serve as registered agent is attached hereto.

ARTICLE VII
Board of Trustees

The management of this corporation shall be vested in a Board of Trustees. The number of directors, and the method of selecting directors, shall be fixed by the Bylaws of this corporation. The Trustees shall serve until their successors are appointed and qualified.

ARTICLE VIII
Bylaws

The Board of Trustees is authorized to make, alter, amend, or repeal the Bylaws of this corporation.

ARTICLE IX
Limitations

This corporation shall have no capital stock and no part of the net earnings of this corporation shall inure in whole or in part to the benefit of, or be distributable to, any officer, director, or other individual having a personal or private interest in the activities of the corporation, or to any person or organization other than an organization which is exempt from federal income taxation under Sections 501(a) and 501(c)(3) of the Code, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered, to make reimbursement for reasonable expenses incurred in its behalf, and to make payments and distributions in furtherance of the purposes stated in Article III. Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on: (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Code; or (b) by a corporation the contributions to which are deductible under Section 170(c)(2) of the Code.

ARTICLE X
Transactions Involving Trustees

1. No contracts or other transactions between this corporation and any other corporation, and no act of this corporation shall in any way be affected or invalidated by the fact that any trustee of this corporation is pecuniarily or otherwise interested in, or is a trustee, director, or officer of, such other corporation.

2. Any trustee, individually, or any firm of which any trustee may be a member, may be a party to, or may be pecuniarily or otherwise interested in, any contracts or transactions of the corporation; provided, that the fact that such director or such firm is so interested shall be disclosed to or shall have been known by the Board of Trustees or a majority thereof.

ARTICLE XI
Distributions upon Dissolution

Upon any dissolution of this corporation under provisions of the laws of the State of Washington for nonprofit corporations, all of its assets remaining after payment of creditors shall be distributed to one or more organizations selected by the Board of Trustees which are qualified as exempt from taxation under the provisions of Sections 501(a) and 501(c)(3) of the Code, or any successor statutes, and which further the purposes set forth in Article III. In no event shall any of the corporation's assets be distributed to the officers, trustees, or members of the corporation.

ARTICLE XII
Amendments

This corporation reserves the right to amend, alter, change, or repeal any provision contained in these Articles of Incorporation by the affirmative vote of a majority of the trustees present at a meeting of the Board of Trustees.

ARTICLE XIII
No Members

The corporation shall have no members.

DATED: September 16, 2009.

_____
Dan O'Neill, President

Approved by unanimous consent of the Board of Trustees on September 16, 2009.

AMENDED AND RESTATED

BYLAWS

OF

THE OLYMPIA TUMWATER FOUNDATION

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AMENDED AND RESTATED BYLAWS
OF
THE OLYMPIA TUMWATER FOUNDATION

ARTICLE 1. OFFICES

1.1 Registered Office and Registered Agent. The registered office of the corporation shall be located in the State of Washington at such place as may be fixed from time to time by the Board of Trustees upon filing of such notices as may be required by law. The registered agent shall have a business office identical with such registered office.

1.2 Other Offices. The corporation may have other offices within or outside the State of Washington at such place or places as the Board of Trustees may from time to time determine.

ARTICLE 2. MEMBERS

The corporation shall have no members.

ARTICLE 3. BOARD OF TRUSTEES

3.1 Number and Powers. The management of all the affairs, property, and interests of the corporation shall be vested in a Board of Trustees consisting of at least nine (9) but not more than fifteen (15) members. Without limiting the foregoing, the Board of Trustees shall have general charge of the affairs, property and assets of the corporation. It shall be the duty of the Trustees to carry out the aims and purposes of the corporation and, to this end, to manage and control all of its property and assets. In carrying out its duties, the Board of Trustees is authorized to elect officers and to employ or arrange for the services of such persons as in its opinion are necessary or desirable for proper administration of the corporation, and to pay reasonable compensation for services and expenses thereof. The Board of Trustees may appoint and retain as advisors persons whose advice, assistance or support may be deemed helpful in determining policies and formulating programs for carrying out the corporation's purposes and pay the reasonable expenses thereof.

3.2 Term of Office; Staggered Terms. Members of the Board of Trustees shall serve a term of three years, unless the member resigns or is removed. Trustees shall hold office until their successors are elected and qualified. To ensure continuity, the terms of the members of the Board of Trustees shall be staggered so that no more than four (4) members are elected each year.

Nominations of Trustees. The President shall appoint a nominating committee consisting of three (3) Board members. The President shall not serve on the nominating committee. At the regularly scheduled January Board of Trustees meeting, the nominating committee shall present a slate of no fewer than three (3) candidates, for Board approval at the annual meeting.

3.3 Special Powers of Board of Trustees.

(1) The Board of Trustees shall have the power:

(a) To hold and manage any asset of the corporation directly, or to appoint or designate any bank or trust company, investment advisor, property manager, brokerage firm or other qualified person as the corporation's agent or custodian to hold and manage any such asset under the supervision of the Board of Trustees; and,

(b) To replace any participating Trustee, custodian, or agent for breach of fiduciary duty under state law.

(2) If it appears that there may be grounds for exercising the power described in subparagraph (b) of paragraph 1 of this section with respect to any fund, the Board of Trustees shall notify the participating trustee, custodian, or agent involved and provide a reasonable opportunity for explanation and/or correction. Before exercising the power granted to the Board of Trustees under paragraph 1 of this section, the Board of Trustees may seek advice of legal counsel as to whether a breach or failure has been committed under state law. The Board of Trustees shall exercise a power described in this section only upon the vote of a majority of all of the members of the Board of Trustees.

(3) Upon the exercise of the power under paragraph (1) of this section to replace any participating trustee, custodian, or agent, the Board of Trustees shall have the power to select a successor trustee, custodian, or agent to whose custody the funds or funds held by the former trustee, custodian, or agent shall be transferred.

3.4 Change of Number. The number of trustees may at any time be increased or decreased by amendment of these Bylaws, but no decrease shall have the effect of shortening the term of any incumbent trustee.

3.5 Vacancies. All vacancies in the Board of Trustees, whether caused by resignation, death or otherwise, may be filled by the affirmative vote of a majority of the remaining trustees even though less than a quorum of the Board of Trustees. A trustee elected to fill any vacancy shall hold office for the unexpired term of his or her predecessor and until a successor is elected and qualified.

3.6 Regular Meetings. Regular meetings of the Board of Trustees may be held at the registered office of the corporation or at such other place or places, either within or without the State of Washington, as the Board of Trustees may from time to time designate. The annual meeting shall be held without notice at the registered office of the corporation, at 4:00 p.m., on the third Tuesday in April each year, or at such other time and place in Thurston County as the Board of Trustees shall designate by written notice.

3.7 Special Meetings. Special meetings of the Board of Trustees may be called at any time by the President or upon written request by any two trustees. Such meetings shall be held at the registered office of the corporation or at such other place or places as the trustees may from time to time designate.

3.8 Notice. Notice of all special meetings of the Board of Trustees (and of all regular meetings other than the annual meetings to be held at the place and time designated in Section 4.4) shall be given to each trustee by three (3) days' prior service of the same electronically, by letter, or personally. Such notice need not specify the business to be transacted at, nor the purpose of, the meeting.

3.9 Quorum. A majority of the whole Board of Trustees shall be necessary and sufficient at all meetings to constitute a quorum for the transaction of business.

3.10 Waiver of Notice. Attendance of a trustee at a meeting shall constitute a waiver of notice of such

meeting, except where a trustee attends for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. A waiver of notice signed by the trustees, whether before or after the time stated for the meeting, shall be equivalent to the giving of notice.

3.11 Registering Dissent. A trustee who is present at a meeting of the Board of Trustees at which action on a corporate matter is taken shall be presumed to have assented to such action unless the trustee shall file a written dissent or abstention to such action with the person acting as the Secretary/Treasurer of the meeting before the adjournment thereof, or shall forward such dissent by registered mail to the Secretary/Treasurer of the corporation immediately after the adjournment of the meeting. Such right to dissent or abstain shall not apply to a trustee who voted in favor of such action.

3.12 Committees. The Board of Trustees may appoint, from time to time, from its own number, standing or temporary committees consisting each of no fewer than two (2) trustees. The Board of Trustees may also appoint non-trustees to serve on the Education, House and Park committees. Such committees may be vested with such powers as the Board may determine by resolution passed by a majority of the full Board of Trustees. No such committee shall have the authority of the Board of Trustees in reference to amending, altering, or repealing these Bylaws; electing, appointing, or removing any member of any such committee or any trustee or officer of the corporation; amending the Articles of Incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, or exchange of all or substantially all of the property and assets of the corporation other than in the ordinary course of business; authorizing the voluntary dissolution of the corporation or adopting a plan for the distribution of the assets of the corporation; or amending, altering, or repealing any resolution of the Board of Trustees which by its terms provides that it shall not be amended, altered, or repealed by such committee. All committees so appointed shall keep regular minutes of the transactions of their meetings and shall cause them to be recorded in books kept for that purpose in the office of the corporation. The designation of any such committee and the delegation of authority thereto, shall not relieve the Board of Trustees, or any member thereof, of any responsibility imposed by law.

A. The Executive Committee. The Executive Committee shall consist of the President, Vice President, Treasurer, and Officer at-large. The Executive Committee shall provide oversight of the Executive Director. The Executive Committee shall be empowered to make investment decisions on behalf of the foundation and the full board of trustees, oversee the annual budget process, and review monthly financial reports. The Executive Committee may negotiate, but not approve, \ leases, contracts, easements, and purchase and sales agreements for real property on behalf of the full board. The Executive Committee shall meet no less than monthly. Executive Committee meetings shall be open to any member of the Board of Trustees. All members of the Board of Trustees are ex officio members of the Executive Committee. Ex officio members shall abstain from voting on Executive Committee matters.

B. The House Committee. The House Committee consists of at least two Board members and is responsible for making recommendations to the Executive Director concerning the maintenance and continued operation of the House. The House Committee shall be responsible for making expenditure recommendations to the full board. The House Committee shall also be responsible for archives, artifacts, and other collectables located in and around the house. The House Committee is not responsible for decisions required for the day-to-day operation of the House that are the proper responsibility of the Executive Director. The House Committee shall meet no less than quarterly.

C. The Parks Committee. The Parks Committee consists of at least two Board members and is responsible for making recommendations to the Executive Director concerning the maintenance and continued operation of the Park. The Parks Committee shall be responsible for making expenditure recommendations to the full board. The Parks Committee is not responsible for decisions required for the day-to-day operation of the Parks that are the proper responsibility of the Executive Director. The Parks Committee shall meet no less than quarterly.

D. The Education Committee. The Education Committee consists of at least two Board members and is responsible for making recommendations to the Executive Director concerning educational gifts, scholarships, and grants provided to individuals, groups, and organizations. The Education Committee shall be responsible for making expenditure recommendations to the full board. The Education Committee shall meet no less than quarterly.

E. The Audit Committee. The Audit Committee shall be comprised of a least three individuals, all of whom are independent of management and free from any relationship that, in the opinion of the Olympia Tumwater Foundation's Board of Trustees, would interfere with the exercise of independent judgment as a committee member. The majority of the members of the committee shall have a basic understanding of finance and accounting. The chair of the Audit Committee will be a member of the Board of trustees and not serve on the Executive Committee. The Audit Committee shall oversee and conduct an annual accounting audit.

The Audit Committee has the authority to conduct any investigation appropriate to fulfilling its responsibilities, and it has direct access to the independent auditors as well as to anyone in the organization. The Audit Committee has the authority to retain, at the Olympia Tumwater Foundation's expense, special legal, accounting, or other consultants or experts it deems necessary in the performance of its duties in the amount no greater than $50,000. The Audit Committee shall provide written notice to the full Board of Trustees upon the retention of legal, accounting, consultants or experts in the performance of its duties.

3.13 Remuneration. No stated salary shall be paid trustees, as such, for their service, but by resolution of the Board of Trustees, a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of such Board; provided, that nothing herein contained shall be construed to preclude any trustee from serving the corporation in any other capacity and receiving compensation therefor. Members of standing or temporary committees may be allowed like compensation for attending committee meetings.

3.14 Loans. No loans shall be made by the corporation to any trustee.

3.15 Action by Trustees without a Meeting. Any action required or permitted to be taken at a meeting of the trustees, or of a committee thereof, may be taken without a meeting by a written consent setting forth the action so to be taken, signed by all of the trustees, or all of the members of the committee, as the case may be, before such action is taken. Such consent shall have the same effect as a unanimous vote. For this purpose, a "signed consent" includes an e-mail from a Trustee from his or her e-mail address of record at the Foundation, in reply to an e-mail proposing the Board action, indicating the Trustee's consent to the proposed action. Any such action may also be ratified after it has been taken, either at a meeting of the trustees or by unanimous written consent.

3.16 Participation by Communications Equipment. Members of the Board of Trustees or any

committee designated by the Board of Trustees may participate in a meeting of such Board of Trustees or committee by, or conduct the meeting through the use of, any means of communication by which all trustees participating in the meeting can hear each other during the meeting. Participation by such means shall constitute presence in person at a meeting.

3.17 Proxy. A trustee may vote in person or by proxy. A trustee may appoint a proxy to vote or otherwise act for the trustee for a single meeting of the board by notifying the President two days in advance of an upcoming meeting. Notification to the President may be made electronically. The Corporation is entitled to accept the proxy's vote or other action as that of the trustee making the appointment.

3.18 Removal. The Board of Trustees may remove any trustee, but only by a two-thirds majority vote of the Trustees, except the trustee being considered for removal shall not be allowed to vote.

ARTICLE 4. OFFICERS

4.1 Designations. The officers of the corporation shall be a President, Officer At-Large, Vice President, and a Treasurer. All officers shall be elected for terms of two years by the Board of Trustees at its annual meeting. The offices of President, Vice President, and Treasure shall be held by elected Trustees. The office of Secretary may be held by the Executive Director. Such officers shall hold office until their successors are elected and qualify.

4.2 The President. The President shall preside at all meetings of the Board of Trustees, shall have general supervision of the affairs of the corporation, and shall perform such other duties as are incident to the office or are properly required of the President by the Board of Trustees.

4.3 Officer At-large. The Officer At-large shall perform such duties as are properly required by the Board of Trustees.

4.4 Vice President. The Vice President shall have such powers and discharge such duties as may be assigned to him or her from time to time by the Board of Trustees.

4.5 Treasurer. The Treasurer shall have charge of the corporate books, and shall make such reports and perform such other duties as are incident to the office, or are properly required of the Treasurer by the Board of Trustees. The Treasurer shall have the custody of all monies and securities of the corporation and shall keep regular books of account. The Treasurer shall disburse the funds of the corporation in payment of the just demands against the corporation or as may be ordered by the Board of Trustees (taking proper vouchers for such disbursements) and shall render to the Board of Trustees from time to time as may be required, an account of all transactions undertaken as Treasurer and of the financial condition of the corporation. The Treasurer shall perform such other duties as are incident to the office or are properly required by the Board of Trustees.

4.6 Secretary. The Secretary shall issue notices for all meetings, except for notices of special meetings of the Board of Trustees which are called by the requisite number of trustees, shall have charge of the seal and shall make such reports and perform such other duties as are incident to the office, or are properly required of the Secretary by the Board of Trustees. The Secretary shall perform such other duties as are incident to the office or are properly required by the Board of Trustees. The office of Secretary will be held by the Executive Director.

4.7 Executive Director. The Board may select an Executive Director who shall be responsible for

the administration and conduct of the business and affairs of the corporation pursuant to guidelines established by the Board. The Executive Director shall have full authority for direction of the employees of the corporation, if any. The Executive Director shall, at the direction of the Executive Committee, serve as the board Secretary. The Executive Director, if selected, may be compensated for his or her services in that capacity in such amount and manner as the Board of Trustees shall determine.

4.8 Delegation. If any officer of the corporation is absent or unable to act and no other person is authorized to act in such officer's place by the provisions of these Bylaws, the Board of Trustees may from time to time delegate the powers or duties of such officer to any other officer or any trustee or any other person it may select.

4.9 Vacancies. Vacancies in any office arising from any cause may be filled by the Board of trustees at any regular or special meeting of the Board.

4.10 Other Officers. The Board of Trustees may appoint such other officers or agents as it shall deem necessary or expedient, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Trustees.

4.11 Loans. No loan shall be made by the corporation to any officer.

4.12 Term-Removal. The officers of the corporation shall hold office until their successors are chosen and qualified. Any officer or agent elected or appointed by the Board of Trustees may be removed at any time, with or without cause, by the affirmative vote of a majority of the whole Board of Trustees, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

4.13 Bonds. The Board of Trustees may, by resolution, require any and all of the officers to provide bonds to the corporation, with surety or sureties acceptable to the Board, conditioned for the faithful performance of the duties of their respective offices, and to comply with such other conditions as may from time to time be required by the Board of Trustees.

ARTICLE 5. DEPOSITORIES

The monies of the corporation shall be deposited in the name of the corporation in such bank or banks or trust company or trust companies as the Board of Trustees shall designate, and shall be drawn from such accounts only by check or other order for payment of money signed by such persons, and in such manner, as may be determined by resolution of the Board of Trustees.

ARTICLE 6. NOTICES

Except as may otherwise be required by law, any notice to any member or trustee may be delivered electronically, personally or by mail. If mailed, the notice shall be deemed to have been delivered when deposited in the United States mail, addressed to the addressee at his or her last known address in the records of the corporation, postage prepaid.

ARTICLE 7. SEAL

The corporate seal of the corporation, if any, shall be in such form and bear such inscription as may be adopted by resolution of the Board of Trustees, or by usage of the officers on behalf of the corporation.

ARTICLE 8. INDEMNIFICATION

8.1 Right to Indemnification. Each person who was or is made a party or is threatened to be made a party to or is otherwise involved (including, without limitation, as a witness) in any actual or threatened action, suit or proceeding, whether civil, criminal, administrative or investigative (hereinafter a "proceeding"), by reason of the fact that he or she is or was a trustee or officer of the corporation or, that being or having been such a trustee or officer or an employee of the corporation, he or she is or was serving at the request of the corporation as an officer, employee or agent of another corporation or of a partnership, joint venture, trust or other enterprise, including service with respect to employee benefit plans (hereinafter an "indemnitee"), whether the basis of a proceeding is alleged action in an official capacity as such a trustee, officer, employee or agent or in any other capacity while serving as such a trustee, officer, employee or agent, shall be indemnified and held harmless by the corporation to the full extent permitted by applicable law as then in effect, against all expense, liability and loss (including attorneys' fees, judgments, fines, ERISA excise taxes or penalties and amounts to be paid in settlement) actually and reasonably incurred or suffered by such indemnitee in connection therewith, and such indemnification shall continue as to an indemnitee who has ceased to be a trustee, officer, employee or agent and shall inure to the benefit of the indemnitee's heirs, executors and administrators; provided, however, that no indemnification shall be provided to any such indemnitee if the corporation is prohibited by applicable law as then in effect from paying such indemnification; and provided, further, that except as provided in Section 8.2 of this section with respect to proceedings seeking to enforce rights to indemnification, the corporation shall indemnify any such indemnitee in connection with a proceeding (or part thereof) initiated by such indemnitee only if a proceeding (or part thereof) was authorized or ratified by the Board.

The right to indemnification in this Section 8.1 shall be a contract right and shall include the right to be paid by the corporation the expenses incurred in defending any proceeding in advance of its final disposition (hereinafter an "advancement of expenses"). Any advancement of expenses shall be made only upon delivery to the corporation of an undertaking (hereinafter an "undertaking"), by or on behalf of such indemnitee, to repay all amounts so advanced if it shall ultimately be determined by final judicial decision, from which there is no further right to appeal, that such indemnitee is not entitled to be indemnified for such expenses under this Section 8.1, and upon delivery to the corporation of a written affirmation (hereinafter an "affirmation") by the indemnitee of his or her good faith belief that such indemnitee has met the standard of conduct necessary for indemnification by the corporation pursuant to this section.

8.2 Right of Indemnitee to Bring Suit. If a claim under Section 8.1 of this section is not paid in full by the corporation within sixty (60) days after a written claim has been received by the corporation, except in the case of a claim for an advancement of expenses, in which case the applicable period shall be twenty (20) days, the indemnitee may at any time thereafter bring suit against the corporation to recover the unpaid amount of the claim. If successful in whole or in part, in any such suit or in a suit brought by the corporation to recover an advancement of expenses pursuant to the terms of an undertaking, the indemnitee shall be entitled to be paid also the expense of prosecuting or defending such suit. The indemnitee shall be presumed to be entitled to indemnification under this section upon submission of a written claim (and, in an action brought to enforce a claim for an advancement of expenses, where the required undertaking and affirmation or determination have been tendered to or made by the corporation) and thereafter the corporation shall have the burden of proof to overcome the presumption that the indemnitee is so entitled. Neither the failure of the corporation (including the Board, independent legal counsel or the shareholders) to have made a determination prior to the commencement of such suit that indemnification of the indemnitee is proper in the circumstances, nor an actual determination by the corporation (including the Board, independent legal counsel or the shareholders) that the indemnitee is not entitled to indemnification, shall be a defense to the suit or create a presumption that the indemnitee is not so

entitled.

8.3 Nonexclusivity of Rights. The right to indemnification and the advancement of expenses conferred in this section shall not be exclusive of any other right which any person may have or hereafter acquire under any statute, provision of the Articles of Incorporation or Bylaws of the corporation, general or specific action of the Board, contract or otherwise.

8.4 Insurance, Contracts and Funding. The corporation may maintain insurance, at its expense, to protect itself and any trustee, officer, employee or agent of the corporation, who, while a trustee, officer, employee or agent of the corporation, is or was serving at the request of the corporation as an officer, partner, trustee, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, against any expense, liability or loss asserted against or incurred by the individual in that capacity or arising from the individual's status as a trustee, officer, employee or agent, whether or not the corporation would have the power to indemnify such person against such expense, liability or loss under applicable law. The corporation may enter into contracts with any trustee, officer, employee or agent of the corporation in furtherance of the provisions of this section and may create a trust fund, grant a security interest or use other means (including, without limitation, a letter of credit) to ensure the payment of such amounts as may be necessary to effect indemnification as provided in this section.

8.5 Indemnification of Employees and Agents of the Corporation. The corporation may, by action of the Board, grant rights to indemnification and advancement of expenses to employees and agents of the corporation with the same scope and effect as the provisions of this section with respect to the indemnification and advancement of expenses of trustees and officers of the corporation or pursuant to rights granted pursuant to, or provided by, applicable law.

ARTICLE 9. BOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its Board of Trustees; and shall keep at its registered office or principal place of business, or at the office of its transfer agent or registrar, a record of its trustees, giving the names and addresses of all trustees.

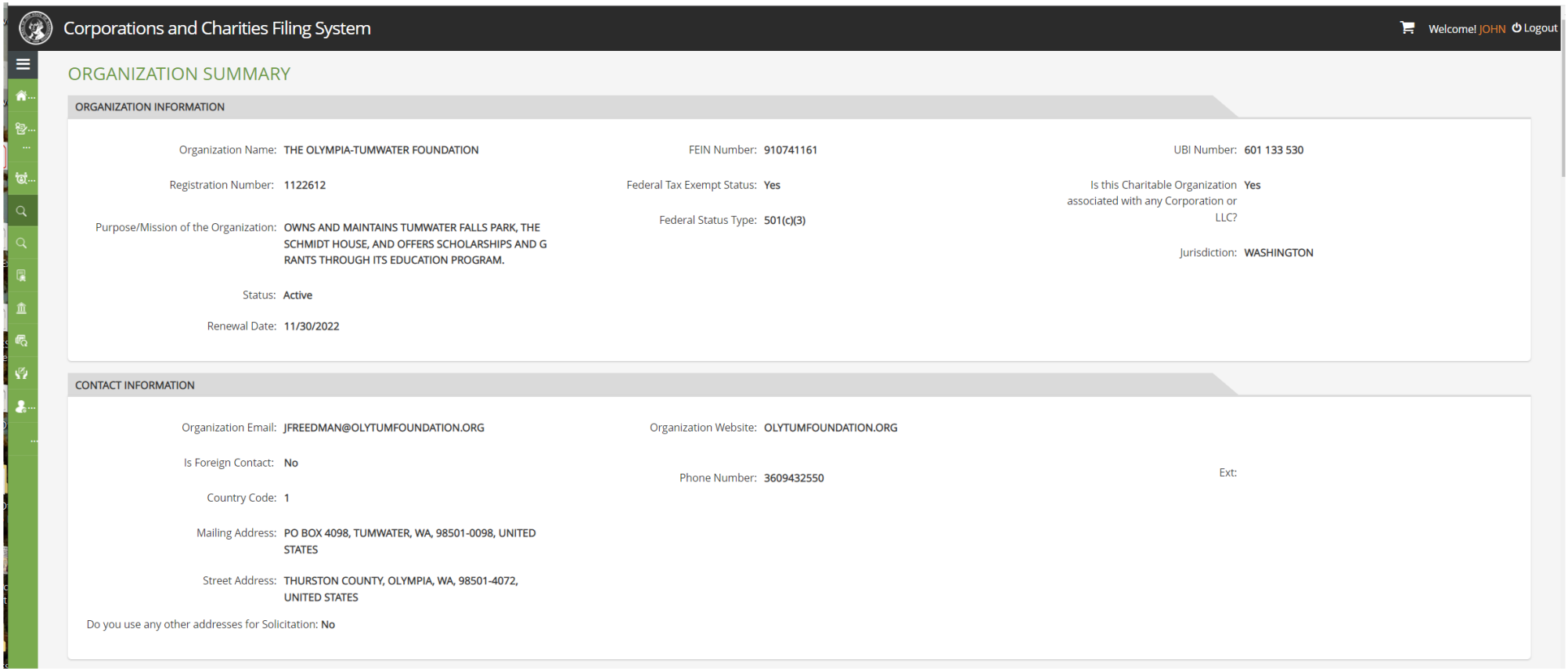
ARTICLE 10. AMENDMENTS

The Board of Trustees shall have power to make, alter, amend, and repeal the Bylaws of this corporation by the vote of two-thirds of such trustees present at a meeting called for that purpose or any annual meeting of the Board of Trustees.

Adopted by resolution of the corporation's Board of Trustees on the 14 day of April, 2015.



Drew Phillips, President



Corporations and Charities Filing System

Welcome! JOHN Logout

ORGANIZATION SUMMARY

ORGANIZATION INFORMATION

Organization Name: THE OLYMPIA-TUMWATER FOUNDATION

Registration Number: 1122612

Purpose/Mission of the Organization: OWNS AND MAINTAINS TUMWATER FALLS PARK, THE SCHMIDT HOUSE, AND OFFERS SCHOLARSHIPS AND G RANTS THROUGH ITS EDUCATION PROGRAM.

Status: Active

Renewal Date: 11/30/2022

FEIN Number: 910741161

Federal Tax Exempt Status: Yes

Federal Status Type: 501(c)(3)

UBI Number: 601 133 530

Is this Charitable Organization associated with any Corporation or LLC? Yes

Jurisdiction: WASHINGTON

CONTACT INFORMATION

Organization Email: JFREEDMAN@OLYTUMFOUNDATION.ORG

Is Foreign Contact: No

Country Code: 1

Mailing Address: PO BOX 4098, TUMWATER, WA, 98501-0098, UNITED STATES

Street Address: THURSTON COUNTY, OLYMPIA, WA, 98501-4072, UNITED STATES

Do you use any other addresses for Solicitation: No

Organization Website: OLYTUMFOUNDATION.ORG

Phone Number: 3609432550

Ext:

IRS Department of the Treasury
Internal Revenue Service

OGDEN UT 84201-0038

In reply refer to: 0437874130
Mar. 21, 2008 LTR 4168C E0
91-0741161 000000 00 000
00026486
BODC: TE

OLYMPIA-TUMWATER FOUNDATION
PO BOX 4098
TUMWATER WA 98501-0098983

016402

Employer Identification Number: 91-0741161
Person to Contact: L. Horspool
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Mar. 12, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in March 1953, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are a private operating foundation described in section 4942(j)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Deborah Bingham

Deborah Bingham
Accounts Management I

Q43 1952
Tom Morgan

U. S. TREASURY DEPARTMENT
WASHINGTON 25

OFFICE OF
COMMISSIONER OF INTERNAL REVENUE

ADDRESS REPLY TO
COMMISSIONER OF INTERNAL REVENUE
AND REFER TO

T:S:EO-3
CSG

MAR 18 1953

✓	P.G.S.	BM
✓	A.D.S. Jr	Cm
✓	SRH.	Jm
	FWS	GSL
✓	RAS	B.F.
✓	TLS	T.S.
✓	AJH	
	PURCH	
	TRAFF	
	ENG	
	GLB	
	RAH	
	RJH	

NKC Pls tell →

The Olympia-Tumwater Foundation
c/o Peter G. Schmidt, President
Post Office Box 947
Olympia, Washington

Gentlemen:

It is the opinion of this office, based upon the evidence presented, that you are exempt from Federal income tax under the provisions of section 101(6) of the Internal Revenue Code, as it is shown that you are organized and operated exclusively for charitable and educational purposes.

Accordingly, you are not required to file income tax returns unless you change the character of your organization, the purposes for which you were organized, or your method of operation. Any such changes should be reported immediately to the Director of Internal Revenue for your district in order that their effect upon your exempt status may be determined.

You are required, however, to file an information return, Form 990A, annually, with the Director of Internal Revenue for your district so long as this exemption remains in effect. This form may be obtained from the Director and is required to be filed on or before the fifteenth day of the fifth month following the close of your annual accounting period.

Contributions made to you are deductible by the donors in computing their taxable net income in the manner and to the extent provided by section 23(o) and (q) of the Code.

Bequests, legacies, devises, or transfers, to or for your use are deductible in computing the value of the net estate of a decedent for estate tax purposes in the manner and to the extent provided by sections 812(d) and 861(a)(3) of the Code. Gifts of property to you are deductible in computing net gifts for gift tax purposes in the manner and to the extent provided in section 1004 (a)(2)(B) and 1004(b)(2) and (3) of the Code.

APP

CERTIFICATE OF INCORPORATION

THE OLYMPIA-TUMWATER FOUNDATION

APPROVED AND FILED
SEP 21 1950
EARL COE
SECRETARY OF STATE
BY Assistant Secretary of State

STATE OF WASHINGTON)
) SS:
COUNTY OF THURSTON)

The undersigned, being respectively the President, Secretary, and a majority of the Trustees, as noted under their respective signatures below, being first duly sworn, on oath depose and say that the following is a true copy of the Agreement of Association executed for the purpose and with the intention of forming a corporation under the name of THE OLYMPIA-TUMWATER FOUNDATION:

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THE OLYMPIA-TUMWATER FOUNDATION

AGREEMENT OF ASSOCIATION TO FORM A CORPORATION

PETER G. SCHMIDT, ADOLPH D. SCHMIDT, JR., CLARA MUENCH SCHMIDT, WINIFRED LANG SCHMIDT and FREDERICK W. SCHMIDT, all of Olympia, Washington, and PHILIPPINE S. RETTENMAYER of San Francisco, California, being desirous of forming a corporation to which any person or persons, firms or corporations may make gifts, bequests, devises or other transfers of property for charitable, education, religious and other public purposes as hereinafter more fully expressed, and which corporation can competently manage, administer and distribute its properties and income for the purposes hereof, do make, subscribe and adopt this agreement and associate themselves together with the intention of forming a corporation as follows:

ARTICLE I

The name of this corporation shall be THE OLYMPIA-TUMWATER FOUNDATION.

ARTICLE II

The location and chief place of business of this corporation shall be Olympia, Washington, but said location and chief place of business may be changed by the Board of Trustees of this corporation, in its discretion, at any time to any other place in the State of Washington.

ARTICLE III

Membership in the corporation shall be by election of the Board of Trustees, which election shall be held in accordance with the provisions of the By-Laws of the corporation adopted from time to time by the members. Termination of membership shall be in accordance with the By-Laws. A contribution to the corporation shall not be a requirement of membership. The corporation shall not have capital stock nor issue shares.

ARTICLE IV

In furtherance of the welfare of mankind, the objects and purposes of this corporation shall be as described in this Article:

(a) To advance such educational, charitable, benevolent, religious and public purposes as donors may direct, and otherwise as the Board of Trustees may from time to time select, and to prosecute, advance and assist such medical, scientific, literary, library, artistic, historical, antiquarian, musical, monumental, museum, recreational and other public services as donors may direct, and otherwise as the Board of Trustees may from time to time select, including cooperation with and aid to and the making of gifts to or support of eleemosynary, charitable, educational and philanthropic institutions and organizations, the United States, the State of Washington, and any municipality or other subdivision of said state; provided that all benevolences, benefits and distributions of property or income of the corporation shall be limited for use in the State of Washington so long as limitation is required to assure the exemption of the properties and income of the corporation and all gifts, bequests, devises and other transfers to the corporation from tax; and provided further that no part of the properties or income of the corporation shall ever inure to the benefit of any private member or individual, but this proviso shall not preclude the payment of fair compensation for services to the corporation actually rendered; and provided further that the objects and purposes of the corporation and the beneficiaries of its property, income, gifts and benevolences shall, so long as legally possible, be limited to such as permit gifts, bequests, devises and other transfers of property and income to it and by it to be exempt from every tax, excise, impost or other levy by the United States or other governmental authorities or at such

most favorable rate as may be permissible in the event entire exemption should at any time not be legally possible.

(b) To receive, hold, conserve, administer, use and disburse the properties and income of the corporation for the purposes expressed herein.

(c) To receive, hold, conserve, administer, use and disburse the properties of the corporation, accepted subject to limitations and conditions, in accordance with such limitations and conditions, but only for objects and purposes otherwise permitted by this Article.

(d) Within the limits expressed in this Article, the Board of Trustees alone from time to time shall select the beneficiary or beneficiaries of the properties and income of the corporation and shall have power to disburse at any time any part or all of such properties or income.

ARTICLE V

The life of this corporation shall be perpetual.

ARTICLE VI

Section 1. The affairs of the corporation shall be managed by a Board of Trustees. The Board of Trustees at the beginning shall be six in number, but by amendment of the By-Laws the corporation may increase or decrease the Board of Trustees at any time to any number not less than three nor more than fifteen. The first members of the corporation shall be those subscribing to this agreement and the initial Board of Trustees to serve until the election of their successors shall be elected by such members.

Section 2. The members of the Board of Trustees may resign or be removed by the members at any time and otherwise shall hold office until their successors shall have been elected and qualified in accordance with the By-Laws.

Section 3. The Board of Trustees shall have power to elect from time to time a president, a secretary, and treasurer and as many vice presidents and to appoint such other officers, attorneys, accountants, investment counsellors and fiscal agents as the Board may from time to time deem advisable.

Section 4. The corporate powers of the corporation shall be vested in the Board of Trustees and may by the latter, in accordance with the By-Laws, be delegated in any part to officers, committees and other representatives selected by said Board.

Section 5. The trustees and officers need not be members of the corporation.

Section 6. The Board of Trustees shall have authority to accept or reject any gifts, bequests, devises and other transfers of property or funds tendered to it and regardless of whether subject to limitations or conditions or trusts.

ARTICLE VII

The corporation shall be a body politic and corporate, with perpetual succession and with all the authority and powers now and hereafter permitted to such corporations, including the specific powers herein stated.

ARTICLE VIII

The members of the corporation may from time to time adopt, amend and repeal By-Laws, rules and regulations not contrary to the Constitution and laws of the United States or of the State of Washington, as the members may deem proper and best for the welfare and good order of the corporation.

ARTICLE IX

The provisions of these Articles of Agreement may be amended at any time by the Board of Trustees with the approval of so much of the membership as may be required by law and in accordance with the By-Laws.

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SUBSCRIBED AND AGREED TO at Olympia, Washington, this 14th day of July, 1950.

Peter G. Schmidt

Adolph V. Schmidt, Jr.

Clara Muench Schmidt

Winifred Lang Schmidt

Frederick W. Schmidt

Philippine S. Rettenmayer

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PAGE No.
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STATE OF WASHINGTON)
) SS:
COUNTY OF THURSTON)

On this 14th day of July, 1950, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared PETER G. SCHMIDT, ADOLPH D. SCHMIDT, JR., CLARA MUENCH SCHMIDT, WINIFRED LANG SCHMIDT, and FREDERICK W. SCHMIDT, to me known to be the individuals described in and who executed the within and foregoing instrument, and acknowledged the said instrument to be their free and voluntary act and deed for the uses and purposes therein mentioned.

WITNESS my hand and official seal hereto affixed the day and year in this certificate above written.

Notary Public in and for the State of Washington, residing at Olympia

STATE OF WASHINGTON)
) SS:
COUNTY OF THURSTON)

On this 14 day of July, 1950, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared PHILIPPINE S. RETTENMAYER, to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged the said instrument to be her free and voluntary act and deed for the uses and purposes therein mentioned.

WITNESS my hand and official seal hereto affixed the day and year in this certificate above written.

Notary Public in and for the State of California, residing at

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And said President, Secretary, and a majority of the Trustees do further certify and on oath state that the following are the names of the subscribers to the foregoing Agreement of Association:

PETER G. SCHMIDT
ADOLPH D. SCHMIDT, JR.
CLARA MUENCH SCHMIDT
WINIFRED LANG SCHMIDT
FREDERICK W. SCHMIDT
PHILIPPINE S. RETTENMAYER

and that the date of the first meeting of the subscribers to said Agreement of Association, held at Olympia, Washington, according to law, was July 14, , 1950, and at said meeting the subscribers proceeded according to law to complete an organization by the adoption of by-laws, the election of officers and a Board of Trustees, and at said meeting the undersigned were authorized to make, certify and file this certificate with the Secretary of State of the State of Washington, the Auditor of Thurston County, Washington, and all other proper places, and to execute, acknowledge, certify, file and deliver every other certificate, paper, return and form and to do every other act and thing necessary or proper to accomplish the incorporation of the corporation described in said Agreement of Association.

Peter G. Schmidt President

Adolph D. Schmidt, Jr. Secretary

A Majority of the Board of Trustees

SUBSCRIBED AND SWORN to before me this 14 day of July, 1950.

Notary Public in and for the State of Washington, residing at Olympia

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PAGE No.

Item 5.

No. 116435

Articles of Incorporation

OF THE

The Olympia-Tumwater Foundation

Place of business Olympia

Time of existence Perpetual *years*

Capital stock, $ ----

STATE OF WASHINGTON, *ss.*

Filed for record in the office of the Secretary of State Sept. 21, 1950

at 9:50 *o'clock* A. *M.*

Recorded in ~~Book~~ 15 *Page* 197-205

Domestic Corporations

Secretary of State.

Filed at request of

Skeel, McKelvy, Henke, Evenson & Uhlmann

Insurance Building

Seattle 4, Washington

Cert. copy: $ 2.45

Filing and recording fee, $ 5.00

License to June 30, 19....., $.....

Certificate mailed OCT 3 - 1950

.....*to above address.*

Indexed **Photographed**

S. F. No. 1108—8-49—10M. 22657.

ROLL No. 15 PAGE No. 205

570

RCVD 8/31/22 2:49PM

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 31, 2022, 3:00 PM** – ***Postmarks, late, or incomplete applications will not be accepted***
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Tumwater Craft Marketing - City of Tumwater — Organization/Agency Name
91-6001520 — Federal Tax ID Number

Ann Cook — Contact Name
Communications Manager — Title

555 Israel Road SW — Mailing Address
Tumwater — City
WA — State
98092 — Zip

360 742-4123 — Phone
www.ci.tumwater.wa.us — Website
acook@ci.tumwater.wa.us — Email Address

☒ Tourism Promotion/Marketing Activities ☐ Events/Festivals* ☐ Tourism-Related Facilities

Amount Requested: $20,000 Total Project / Event Budget: $20,000

Brief Description of Tourism Promotion/Marketing Activities, Events/Festivals, or Tourism-Related Facilities:

A comprehensive marketing campaign to build brand awareness and attract visitors to Tumwater

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 5 number of years

Name of Event/Festival | Location | Date of Event/Festival

CERTIFICATION

I hereby state on behalf of City of Tumwater that the:
Organization/Agency Name

Applicant is: ☒ Nonprofit ☐ For Profit ☒ Public Agency

- The applicant has, or can obtain, general liability insurance covering no less than $2,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
- The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.
- I understand that this is an application for a contract with the City of Tumwater, which, if awarded, will only be paid after the service(s) is rendered - on a reimbursement basis, and a signed Lodging Tax Invoice is submitted including proof of payment documentation.
- The applicant has accounting/record-keeping systems which A) show the purposes for which City of Tumwater funds have been spent; B) is open to inspection by the City of Tumwater or its agents; and C) is maintained for at least 6 years following the end of contract.
- I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater and its Lodging Tax Advisory Committee.
- I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization submitting this application.
- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Ann Cook, Communications Manager — Name and Title
Ann Cook — Signature
08/31/2022 — Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

1. What is the purpose of your special event, festival, or tourism-related facility?

   Promote Tumwater as a destination for craft beer, cider, and spirits. Refine and align craft beverage experience with food tourism branding and marketing strategies to connect with digitally savvy traveler. Develop more segmented and sophisticated digital content that speaks directly to a wider range of craft niches and consumer tastes.

2. a. For what specific tourism-generating activities will City of Tumwater lodging tax funds be used? Complete and submit the Lodging Tax Budget Form specific to your special event, festival, or tourism related facility. (The Budget Form is also available online at http://www.ci.tumwater.wa.us/departments/executive/city-programs/lodging-tax-advisory-committee.)

      LTAC funds will a digital marketing campaign, print collateral, and paid advertising. Funding will be used for contract services to enhance graphics and produce video storytelling segments that garner high levels of engagement success online. All LTAC funds will be spent directly on goods and services-with no overhead.

   b. If a returning applicant, identify any major changes in the event or organization since the last funding cycle.

      COVID-19 negative impact to travel, tourism, food and beverage industries and related limited opening of the Craft District.

3. Describe the resources available for the proposed tourism-generating activities? Please include the total number of volunteers and volunteer hours that exist for your special event, festival, or tourism-related facility.

   Current resources are limited to available staff time on the Communications Team. Volunteers are available as needed for promotional activities.

4. Do other cities or governmental entities in the county fund your special event, festival, or tourism-related facility? If so, which jurisdictions and how much were you funded from each jurisdiction last year?

   No

5. Do you intend to apply for lodging tax funds from other jurisdictions this year? If so, which jurisdictions? Please explain how you will use Tumwater's funds separately from other lodging tax funds you may receive?

   No

6. The request of funds from Tumwater will fund what percentage of your total budget for the proposed special event, festival, or tourism-related facility?

   100%

7. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related facility within the City of Tumwater, specifically on the lodging and food service sectors.

   This is a long-term investment in the revitalization of the City's brewery district and efforts to bring brewing back.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

Destinations that develop branding and marketing strategies around food tourism and authentic experiences have a direct impact on hotel stays and the hospitality industry. The majority of Americans identify most with casual food, craft beer, food markets, and festivals, dramatically more than traditional segments such as fine dining restaurants and wine tourism. As the local craft food and beverage movement grows our brewing legacy make this location the perfect location for events, conferences, and as a tourism destination.

The Tumwater Farmers Market, a local evening market, new dining establishments, and expansion of the Deschutes Valley Trail enhance the destination and will further the Tumwater Craft brand.

8. How broad-based will the tourism promotion benefit be geographically and economically?

The most successful approach to destination marketing leverages public-private partnerships to promote visits by local and regional tourists. The primary markets for promotion of Tumwater Craft are visitors from north through Snohomish County and south to Portland, and local area residents.

9. How will receiving lodging tax funds result in an increase in the number of people traveling for business or pleasure to Tumwater?

These funds will be used specifically to promote Tumwater as a destination for business or leisure travel. The Tumwater Craft brand showcases local producers and makers and builds new audiences for local makers.

10. For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

a) Staying overnight in paid accommodations away from their place of residence or business — 350

b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 600

c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 500

d) Attending but not included in one of the three categories above (a. b. and c.) — 1200

e) Total number of hotel rooms / room nights generated in Tumwater — 200 / 200
 # Rooms **#Nights**

f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 15

g) Overall attendance — 2865

h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

Attendance data from events, social media analytics, Google Analytics from the Tumwater Craft webpage, Facebook page and other digital media channels. Reach and distribution of paid advertising will be used for placement and compared to actual attendance.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

11. If you are awarded a contract, you must be prepared to report to the City the economic benefit from tourists attending your event/facility. Describe how you will document the economic impact from your event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

    Survey data, estimates of number of room stays, and other expenditures in the community from reported attendance at City events and data from the visitor and convention bureau will be used to create a report.

12. Describe how you will promote overnight stays in Tumwater lodging establishments?

    Local lodging, and leverage partners such as the Olympia Tumwater Foundation, the Warehouse District, and the Craft District will be featured in marketing materials to feature unique experiences that extend the visitor stay.

13. Describe how you will promote Tumwater and other attractions in the Tumwater area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.

    Visitors can spend a weekend in Tumwater and experience the distinct, friendly vibe of the city and explore the talented work of brewers, cider makers, distillers, coffee roasters, chocolatiers and more. Destination marketing strategies include digital content to increase engagement with target audiences interested in authentic experiences, locally-sourced foods, and the craft beer, cider, and spirits industries. Promote Tumwater a destination with a unique sense of place from cultural heritage sites to area attractions and opportunities for outdoor recreation

14. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.
    For example: how do you intend to alternatively fund your program / which services will not happen?

    Any change to funding would impact the ability to produce and distribute a storytelling package and develop a print campaign. This level of funding is required to expand marketing efforts and reach new audiences

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).

    Olympia Tumwater Foundation, South Puget Sound Community College Brewing & Distilling Program, Craft District, Tumwater Warehouse District

16. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Include any other thoughts that may encourage the Lodging Tax Advisory Committee/Tumwater City Council to use lodging tax funds to support this application.

    Increased brand recognition can be measured in correlation with increased attendance at area attractions like Brewery Park at Tumwater Falls, Tumwater Warehouse District, and the new Craft District.

Lodging Tax Budget Form

Lodging Tax Applicant: Tumwater Craft - City of Tumwater

Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		
Admission:		
Reserves:		
Donations/Contributions:		
Grants:		
Program Service Fees:		
In-kind Donations:		
Gift Shop:		
Vendor Fees:		
Fundraising Activities:		
City of Lacey Lodging Tax:		
City of Olympia Lodging Tax:		
City of Tumwater Lodging Tax:		$20,000.00
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)		
Other Source:		
Other Source:		
Other Source:		
TOTAL REVENUE:		**$20,000.00**

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		
Administration: (utilities, phone, etc.)		
Marketing and Promotion:		$8,000.00
Professional / Consultant Fees:		$6,000.00
Equipment:		
Facility / Event Venue Rental:		
Travel: (please specify)		
All Other Expenses: (please specify)	social media scheduling	$4,000.00
Other Expense:	web hosting, domain name	$2,000.00
Other Expense:		
Other Expense:		
TOTAL EXPENSES:		**$20,000.00**
PROGRAM EXCESS (DEFICIT):		**$0.00**

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: City of Tumwater

Submitted By: Ann Cook Date: 4/5/2022

Email Address: acook@ci.tumwater.wa.us Phone: 360-754-4123

This Report Covers:

Activity Name: Tumwater Craft Marketing

Activity Type: ☐ Special Event/Festival ☒ Marketing/Tourism Promotion Agency ☐ Facility

Activity Start Date: 1/01/2021 Activity End Date: 12/31/2021

Total Activity Cost: $12,396.00

Total amount of Tumwater lodging tax funds requested: $18,995.00

Total amount of Tumwater lodging tax funds expended: $12,396.00

Total amount of lodging tax funds expended from all jurisdictions: $12,396.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	1,850
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Tourism impacted from COVID-19		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	500
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Tourism impacted from COVID-19		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	25
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Tourism impacted from COVID-19		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	300
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Tourism impacted from COVID-19		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	1,175
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Tourism impacted from COVID-19		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	150
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Tourism impacted from COVID-19		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

Programs and events were cancelled and postponed--the opening of the Craft District was celebrated but on a reduced scale.

A visit by Governor Jay Inslee to Tumwater and the Craft District garnered earned media and is expected to have an impact on future attendance.

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

No, COVID pandemic limitations on tourism, public gathering, programs and the impact on local business, small distillers and brewers limited tourism and travel throughout the state.

Did you complete all of the items on your Scope of Work consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

There were annual expenditures for costs to maintain Tumwater Craft digital assets (domain names and digital platforms. Banner poles, brackets, and arms for Tumwater Craft banners were ordered.

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

The City will continue to enhance Tumwater Craft promotion and marketing efforts and work in partnership with area business to drive tourism. There are events planned for 2022 to celebrate Tumwater Craft .

TO: Lodging Tax Advisory Committee (LTAC)

FROM: Chuck Denney, Parks and Recreation Director

DATE: September 21, 2022

SUBJECT: Lodging Tax Historic and Cultural Funding for 2023

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1) Recommended Action:

Make a motion to approve $160,000 of 2023 Lodging Tax funds for the Historic and Cultural facilities and programs. Lodging Tax Advisory Committee (LTAC) funding recommendations are tentatively scheduled before the Tumwater City Council on October 18, 2022.

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2) Background:

Pursuant to RCW 67.28.180, the City of Tumwater collects a 4% lodging tax on hotel and motel stays within the City. The City allocates one-half of that amount (2%) each year to fund historic preservation activities. Allocation of funds pursuant to this process must be consistent with TMC 3.12 and RCW 67.28.1816. The Tumwater City Council passed Resolution No. R2016-006 which created a policy to guide the City's investment of Lodging Tax in tourism related activities, facilities, and programs.

The attached memo briefs the Committee on the Lodging Tax historic and cultural funding activities. Staff will be present to answer any questions.

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3) Alternatives:

- ❑ Some other course of action.

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4) Attachments:

A. Lodging Tax Historic and Cultural Funding for 2023 Memo

A

City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4138

MEMORANDUM

TO: Lodging Tax Advisory Committee

FROM: Chuck Denney, Parks and Recreation Director

DATE: September 7, 2022

RE: Lodging Tax Historic and Cultural Funding for 2023

Proposed Action

This memo outlines the distribution of Lodging Tax funds for tourism-related historic and cultural events and activities in Tumwater.

Background

Based on the imposed 4% Lodging Tax, the City receives two allocations of revenue. The first 2% funds are designated by City Council (Resolution No. R2016-006) for tourism-related historic and cultural programs. The second 2% funds are for tourism-generating events and marketing. This memo addresses the use of the first 2% historic and cultural program funds.

In 2022, funding was distributed as follows:

Historic/Cultural	2022
Historic Buildings (City)	$60,000
Historic Programs (OTF)	$60,000
Historic Old Brewhouse Tower (City)	$30,000

Because of COVID-19 economic conditions, Lodging Tax revenues were significantly reduced. Costs to maintain the historic programs and the Old Brewhouse Tower, houses, and cemetery did not go down. The City also maintained the support of the Olympia Tumwater Foundation for their continued operation. They provided background information, support, and research related to City activities, including work on assessing and organizing the City's historical archive.

In 2022, the City maintained the City's historic house inventory (Brewmaster's House and Crosby House) and the historic cemetery with minor improvements, utilities, security,

repairs, pest control, landscaping and insurance. The City has received state grant funding to improve conditions and security at the historic cemetery and this work will continue into 2023. The City's Volunteer Program also dedicated hours to a number of major maintenance improvements to the cemetery. The Parks Department has continued to work with Mills & Mills, the adjacent private cemetery and funeral home, to help maintain and improve the cemetery property.

The City continued to contract with the Olympia Tumwater Foundation for provision of historic programming and services. This included the Heritage Builders Program, a rotating historical display at City Hall, research regarding the historic home registry and process, event participation, support of the historic home program, and adapting historical district walking tours. Public access and events are planned to re-start at the historical homes in 2023.

Work to preserve and restore the iconic Old Brewhouse structure and provide public access to one of Washington's important heritage stories is underway. The brick replacement and masonry repair project is complete and engineering for seismic stabilization is in the design phase. In 2022, over $140,000 has been spent on geoengineering, architectural and engineering services. The City is currently conducting an analysis of future use and occupancy requirements. The Brewhouse Tower is closed to visitors during rehabilitation.

Lodging tax funds are an important part of the project viability as they provide a source of cash for improvements outside of the grant that can be used for capital improvements and marketing.

2023 Proposal

Based on the prior City Council direction and the City's inventory of historic assets, funds for 2023 are planned to be expended in the following fashion:

Historic/Cultural	2023
Historic Buildings (City)	$70,000
Historic Programs (OTF)	$60,000
Historic Old Brewhouse Tower (City)	$30,000

The City had $150,000 in LTAC revenue in 2021 and 2022, which was sufficient to cover these programs. Funding for 2022 was less than previous years due to COVID-19 reductions in revenue. To the extent funding falls behind, the City's General Fund would cover those additional costs, specifically the costs for the Historic Programs. Funds will be spent similar to prior years and we are expecting hotel tax revenue to stabilize post-COVID. The building portion pays for operational costs for the Crosby and Brewmaster houses and the historic cemetery. We will continue to work with volunteers to do minor maintenance of the cemetery.

The City is continuing to contract with the Olympia Tumwater Foundation for historic programs and services. The City has found this partnership to be an effective and efficient means of providing quality programming to the community and resource for City and other historic projects in Tumwater. The presentation and interpretation of Tumwater's history is an important aspect to the overall "Tumwater Craft" initiative that celebrates and builds upon the community's legacy around brewing.

To meet JLARC's reporting requirements, we will need a motion from the Committee to approve the $160,000 for the Historic and Cultural Program funds as described above for 2023.

Attachments:
1. JLARC Reporting Questions for Historical and Cultural Programs
2. Lodging Tax Final Report: Historic and Cultural Programs (OTF)
3. Lodging Tax Final Report: Historic Buildings (City)
4. Lodging Tax Final Report: Historic Old Brewhouse Tower (City)

City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4138

Memo Attachment

JLARC reporting questions for Historical and Cultural Programs

For the special event, festival or tourism-related facility, identify the estimated number of participants who will attend in each of the following categories:

a) Staying overnight in paid accommodations away from their place of residence or business — 50

b) Staying overnight in unpaid accommodations (e.g. with friends and family) *and* traveling fifty miles or more one way from their place of residence or business — 75

c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business — 125

d) Attending but not included in one of the three categories above (a. b. and c.) — 300

e) Total number of hotel rooms / room nights generated in Tumwater — 25 / 1
 # Rooms #Nights

f) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) — 10

g) Overall attendance — 550

h) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above.

This is an estimate based on anticipated programs and events at the historical homes and the construction schedule and improvements happening at the historic cemetery.

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: Olympia Tumwater Foundation

Submitted By: John Freedman Date: 1/24/2022

Email Address: jfreedman@olytumfoundation.org Phone: 360.481.0608

This Report Covers:

Activity Name: Olympia Tumwater Foundation LTAC - 2021

Activity Type: ☐ Special Event/Festival ☒ Marketing/Tourism Promotion Agency ☐ Facility

Activity Start Date: 1/01/2021 Activity End Date: 12/31/2021

Total Activity Cost: $150,000.00

Total amount of Tumwater lodging tax funds requested: $60,000.00

Total amount of Tumwater lodging tax funds expended: $60,000.00

Total amount of lodging tax funds expended from all jurisdictions: $60,000.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	251,000
		ACTUAL (ESTIMATED):	190,000
	METHODOLOGY (definitions provided above): Representative Survey		
	EXPLAIN TRACKING METHOD: car counter, participant survey		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	15,000
		ACTUAL (ESTIMATED):	11,400
	METHODOLOGY (definitions provided above): Representative Survey		
	EXPLAIN TRACKING METHOD: particapnt survey, extrapolation		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	7,500
		ACTUAL (ESTIMATED):	5,700
	METHODOLOGY (definitions provided above): Informal Survey		
	EXPLAIN TRACKING METHOD: participant survey, extrapolation		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	750
		ACTUAL (ESTIMATED):	285
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: anecdotal estimate		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	377
		ACTUAL (ESTIMATED):	285
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: anecdotal estimate		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	566
		ACTUAL (ESTIMATED):	57
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: anecdotal estimate		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

TUMWATER SPECIFIC QUESTIONS:

Olympia Tumwater Foundation 2021 LTAC Report. Tumwater Specific Questions:

A) Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

No, Brewery Park at Tumwater Falls was closed the first part of the year and the Schmidt House was closed much of the year due to restrictions of the COVID-19 pandemic.

B) Did you complete all of the items on your Scope of Work consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

No, we did not meet all of the Scope of Work agreement with LTAC (e.g number of history talks, public exhibits, Artesian Brewfest) due to facility closures related to the COVID-19 pandemic. We focused our historical services on activities that could be accomplished within the parameters of the governor's pandemic mandates.

Attendance Numbers:

Using Direct Count survey numbers for visitors at Tumwater Falls Park, along with direct Informal surveys at our history talks, tours and outside events, we were able to make Structured Estimates for our report as follows:

- Brewery Park at Tumwater Falls visitor count estimated at 190,000

NOTE:

Reported staff hours expended in support of historical activities and tourism promotion for 2021 = 2,753

We are grateful for the many volunteer hours reported in 2021, a total of 50

The following is an outline of 2021 efforts to enhance the public awareness of the City of Tumwater and its legacy and to assist the City, communities, historical societies, and other interested organizations and individuals in activities to preserve, protect, interpret, and publicize the historically significant resources associated with the City of Tumwater:

<u>Tumwater Falls Park</u>

In support of the City of Tumwater's efforts to attract tourism, the Olympia Tumwater Foundation continues to offer free access to the park and our programs on a freewill donation basis. The visitor figures estimated in 2021 as our car counter was stolen and the Park was closed the 1st quarter of the year due to construction and the COVID-19 pandemic.

Encompassing the historic heart and soul of Tumwater along the Deschutes River, Brewery Park at Tumwater Falls continues to be a popular tourist destination in Thurston County and remains very popular with area residents, young and old alike. In addition to the beautiful self-guided history trail walk, the park also draws visitors for the fish ladders and annual salmon run, and special events. Two large construction projects were completed in 2020. Our history program staff will work with both the

Dept. of Fisheries renovation project and the County Trail expansion project into the park in providing historic information and input for the tourist information panels that will be a part of each of those proposed projects. The Park receives over 250,000 visitors in a typical year.

The Olympia Tumwater Foundation Scholarship Program

Our "Heritage Builders" history program provides historic context for the largest scholarship program for graduating seniors in Thurston County. The foundation normally awards over $150,000 annually and has given over $2.2 million in scholarships and grants since the program began. Education support remains an important part of our history program.

Schmidt House Archives Program

2021 has been a challenging year for the archives curator, staff and volunteers as the Schmidt House was closed to the public most of the year due to the COVID-19 pandemic. They have been focusing on accessioning, scanning, identifying photos and responding to an increasing number of inquiries about the Olympia Brewing Company history and conducting research on Tumwater history as word spreads about the archive program.

They have also worked on research and proposed history panels for Tumwater City Parks and did various research for the city on Tumwater history. Our curator has edited the *Thurston County Historical Journal*, and represents the foundation at the SSHA (South Sound Heritage Association), a regional grouping of museums and historical groups.

Support for the Old Olympia Brewhouse restoration project and the Craft Brewing/Distilling/Cider Center vision

This past year has seen renewed activity at the Old Brewhouse with the City of Tumwater. Our programs have supported those efforts with talks and updates at the Schmidt House history talk series, special tours for legislators, student groups, and media. We have also partnered with SPSCC on their Craft Brewing imitative.

Schmidt House "Heritage Builders" Programs

Attendance at the popular free noon hour history talks usually draw large crowds. Many of the presentations have filled the house to capacity of and continues to bring in new visitors to that program, even inspiring local history programs in Lacey and at the State Capitol to add history talks to their programs.

In 2021 the history talks and tours were not scheduled due to facility closure for much of the year.

We went to social media to present "Tumwater Treasures" Facebook posts and sent out a monthly history newsletter. Staff member Don Trosper wrote and published a book on 40 short stories of Tumwater's past that was well received and had 2 printings.

Our cooperation with various other museums and history groups has earned our program a lead role in the local and regional historic community and has brought a positive reputation to our historic community

Local Hoteliers

Part of our agreement with the City of Tumwater is to partner with Tumwater hoteliers to develop and market custom history programs that would appeal to hotel guests. We have contacted or met with the Tumwater area hotels and presented tourism packets with various options. We continue to work with *Experience Olympia and Beyond* (VCB) to increase tourism to Tumwater and Thurston County, attending various meetings and events sponsored by them.

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

We are actively expanding our programs for 2022, including:

- Hosting talks, tours, and events at the Schmidt House.
- Promoting Tumwater history through marketing, re-branding in areas such as social media increased presence, new flyers/brochures, improve our website, and elevating our image through standardizing our public communications.
- Upgrading Schmidt House interior for ADA access and expanding the archive facility.
- Hire a historian (Megan Ockerman) to implement "youth" oriented social media posts and exhibits and develop programming for the Brewmaster and Crosby homes.

We hope to also continue our established events and activities such as: free guided Schmidt House tours, participation in the Artesian Brewfest, history talks, Cascadia Grains Conference, local history spring conference and other special events.

Further information and details are available upon request

Contacts:

John Freedman, Foundation Executive Director, 360-943-2550 or JFreedman@olytumfoundation.org.

Don Trosper, Public History Manager, 360-786-8117 or history@olytumfoundation.org

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: City of Tumwater

Submitted By: Chuck Denney Date: 2/17/2022

Email Address: cdenney@ci.tumwater.wa.us Phone: 360-754-4160

This Report Covers:

Activity Name: City of Tumwater Historic Buildings

Activity Type: ☐ Special Event/Festival ☐ Marketing/Tourism Promotion Agency ☒ Facility

Activity Start Date: 1/01/2021 Activity End Date: 12/31/2021

Total Activity Cost: $60,000.00

Total amount of Tumwater lodging tax funds requested: $60,000.00

Total amount of Tumwater lodging tax funds expended: $60,000.00

Total amount of lodging tax funds expended from all jurisdictions: $60,000.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD: Counting of Participants and visitors		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD: Counting of Participants and visitors		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD: Counting of Participants and visitors		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Indirect Count		
	EXPLAIN TRACKING METHOD: Counting of Participants and visitors		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Indirect Count		
	EXPLAIN TRACKING METHOD: Counting of Participants and visitors		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Indirect Count		
	EXPLAIN TRACKING METHOD: Counting of Participants and visitors		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

The City of Tumwater is well known for its historical importance as Washington's first settlement of pioneers. The maintenance and operation of the City's two historic homes and the Pioneer Cemetery is a key factor in the success of the CCity's history related tourism programs.

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

No - Due to the covid pandemic and the restrictions on public gathering, programs and events were not held in the historic district or the Pioneer Cemetery. The size and layout of the historic homes does not accommodate groups of visitors in a safe manner that would meet covid guidelines. Attendance at the Pioneer cemetery was average, but no programs were held there in 2021.

Did you complete all of the items on your Scope of Services consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

Yes - Building mainenance and repair continued on both historic homes and at the Pioneer Cemetery to preserve these valuable community assets.

What expenses did you pay using Tumwater Lodging Tax funds?

Expenses included materials and supplies for home repair and maintenance.

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

The City will continue to work with the Olympia/Tumwater Foundation and we will be holding events and tourism promotions through house tours, historic exhibits and displays of the City's historic archives.

City of Tumwater
Lodging Tax Final Report Form

Organization's Name: City of Tumwater

Submitted By: Ann Cook Date: 4/5/2022

Email Address: acook@ci.tumwater.wa.us Phone: 360-754-4123

This Report Covers:

Activity Name: Old Brewhouse Tower

Activity Type: ☐ Special Event/Festival ☐ Marketing/Tourism Promotion Agency ☒ Facility

Activity Start Date: 1/01/2021 Activity End Date: 12/31/2021

Total Activity Cost: $30,000.00

Total amount of Tumwater lodging tax funds requested: $30,000.00

Total amount of Tumwater lodging tax funds expended: $30,000.00

Total amount of lodging tax funds expended from all jurisdictions: $30,000.00

DEFINITIONS OF METHODOLOGY FOR QUESTIONS BELOW:

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 sq. ft.).
- **Other**: (please describe)

OVERALL ATTENDANCE	*Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Structure is closed for rehabilitation and due to COVID, no events/tours were offered.		
50+ MILES - ATTENDANCE	*Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Structure is closed for rehabilitation and due to COVID, no events/tours were offered.		
OUT OF STATE / COUNTRY - ATTENDANCE	*Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Structure is closed for rehabilitation and due to COVID, no events/tours were offered.		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight lodging and attended this activity; and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Structure is closed for rehabilitation and due to COVID, no events/tours were offered.		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	*Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Structure is closed for rehabilitation and due to COVID, no events/tours were offered.		
PAID LODGING NIGHTS	*Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance*	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Structure is closed for rehabilitation and due to COVID, no events/tours were offered.		

Please describe any other information that demonstrates the impact of increased tourism attributable to the special event, festival, or tourism-related facility.

n/a

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

COVID-19 pandemic severely restricted in person events and activities, including progress on activities to promote rehabilitation efforts.

Did you complete all of the items on your Scope of Work consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

Yes - all work was completed as described.

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?

The City will continue to work within the guidelines established by the Governor's Office, DOH, and CDC. As time and budget allow, efforts will be made to expand online or virtual options for visitors.