

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

Complete App Rcvd: 08/17/23

APPLICATION DEADLINE: AUGUST 30, 2023, 12PM/NOON Postmarks, late, or incomplete applications will not be accepted

ATTENTION:

CITY OF TUMWATER

HANNA MILES – EXECUTIVE DEPARTMENT

ADDRESS/DELIVER:

hmiles@ci.tumwater.wa.us OR 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

Team-Tomorrow, LLC

83-3238594

Organization/Agency Name

Federal Tax ID Number

Christen Greene

Owner, Head of Talent

Contact Name

Title

3701 Pacific Ave SE #403

Olympia

Wa

98501

Mailing Address

City

State

Zip

4136956986

www.SouthSoundBlockParty.com

cg@team-tomorrow.com

Phone

Website

Email Address

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

Amount Requested: \$7500

Total Project / Event Budget: \$244,000

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

A 2-day music festival at the Northpoint of the Port of Olympia. With local, grassroots origins, the event celebrates the rich musical legacy of the region with internationally touring bands. The festival highlights local commerce and tourism at an affordable price point. This is year 3 in a 10 year vision whose model is intended to replicate bringing additional events to the South Sound Region all year long.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 3 number of years

South Sound Block Party

1210 Marine Dr NE (lower lot)

August 23 and 24 2024

Name of Event/Festival

Location

Date of Event/Festival

SouthSoundBlockParty.com

August 25 and 26, 2023

Event/Festival Website (if different than above)

If an existing event, last year's date of event

CERTIFICATION

I hereby state on behalf of Team-Tomorrow, LLC dba South Sound Block Party 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 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.

Christen Greene, owner

Name and Title

Signature (e-signature or original)

7 August 2023

Date



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 at a professional live music festival. The South Sound Block Party is the region's only first-class music festival booking multiple internationally touring acts as well as locals who are on the rise. SSBP celebrates the regions rich, musical legacy while increasing local commerce, providing employment and job-training opportunities and reinvigorating 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 www.ci.tumwater.wa.us/LodgingTax.)

These funds will be used to help cover the cost of the following goods and services necessary to holding a successful event of this size and scope: Booking world-class talent, Staffing (hospitality, security, box office, production), Production: PA, lighting, fencing, stage, Marketing: social media, printed collateral and radio

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

No major changes, we feel we have settled into a good budget and are shifting into growth mode

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 manages the following activities: accounting, social media marketing, sponsorships, site design, production, security, box office, parking and more. We worked with over 40 volunteers for contributed at least 750 hours.

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
Thurston County 10k

59k

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 - both Oly and Thurston County. Funds received from each jurisdiction will each be associated with seperate line items from the budget. We intend to use any funds received from Tumwater to help cover the costs of accomodations for Artists as well as online targeted marketing on BandsinTown or Meta

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?

less than 4 %

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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.

** I am filling this out before our 2023 event. So these are 2022 stats.

We have brought in patrons from all over the US in 2022 - 23% of the ticket buyers came from outside a 50-mile radius. 11% were out of state. We purchased over 35 rooms for bds, crew and staff. At least 5 staff members paid for their own AirBnBs. At least 3 camped at local camp grounds. From the link on our website to our host hotel, we booked over 15 hotel rooms from 9 different zip codes ranging from NY - Wa state. These out of town guests spend money on hotels, restaurants, bars, parking, recreation and more. In addition we highlight Thurston County parks, hotels, restaurants, events and more on our socials year-round.

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

See above - due to its central location and our various marketing efforts around the region guests will have the opportunity to learn about and have tips on where to and how to 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 staffing ensuring a superior, leveled-up, one-of-a-kind event. Having a fully-funded event also ensures that our paid, targeted digital marketing reaches its full potential as we reach up into Everett, down into southern Oregon and east to Idaho.

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) Overall attendance	<u>5000</u>
b) Staying for the day only <i>and</i> traveling more than fifty miles or more one way from their place of residence or business	<u>350</u>
c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries)	<u>250</u>
d) Staying overnight in paid accommodations away from their place of residence or business	<u>500</u>
e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i> traveling fifty miles or more one way from their place of residence or business	<u>150</u>
f) Total number of paid lodging nights generated in Tumwater	<u>99</u>

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

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

Every patron buys tickets through our ticketing partner, ETIX. Their platform tracks data that we use to determine from where the guests are traveling. We can see ticketing data zip codes which allows us to see trends in regions. We use this data as a marketing and targeting tool.

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 will provide a summary after the festival as I have the last 2 years. I meeting with our host hotel to use codes to track stays generate from our website. We also maintain a South Sound Block Party email list with patron's locations and engagement level.

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

A wide range of marketing goes into SSBP to encourage and educate visitors on all that Thurston County has to offer. This includes our Website (with links to hotels), our email list blasts (over 7k people Nationwide) and various social media outlets (paid nd organic) recommending Tumwater hotels, events, attractions and more. Our partnership with Experience Olympia and Beyond also helps us super-serve the Tumwater 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.

See #12 above. In 2023's marketing (paid and organic) we featured 4 hotels, Tumwater Falls, outdoor recreation, Farmer's markets, commuity events, craft fiars, breweries and bars.

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 in the past has forced us to downsize the event and staffing overall. Specifically we can book less popular acts and have to cut back on staffing. This ultimately leads to lower overall attendance and a less incredible guest experience.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility.

Port of Olympia
Toyota of Western Washington
Topo Chico
4 The Love Founddation (non - profit partner)
SPSCC
The DoubleTree by Hilton
Etix
Budd Bay Café
The Capitol Mall
Experience Olympia and Beyond

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.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

The South Sound Block Party was a great success in Year 1 (2022). At the time of this application 2023's festival is about 50% ahead in ticket sales - showing massive growth and a great indicator that Year 1 was a success. People love live music here and this region has a vibrant past (and future) as the PNW music canon is written. This festival is the first of its kind in the region in more than 20 years and puts us back on the proverbial map. As a 20+ year music industry veteran who has called the PNW home for almost just as long, I am thrilled to be able to bring my network and institutional experience to the region to create a diverse, well-attended and well-run event that brings folks from near and far.

In a 2021 COVID-era, NIVA-funded study on live music and the economy we found that independent venues, festivals and promoters are anchor businesses in their communities. The study reported that for every \$1 spent on ticketing for a concert, \$12 is generated in the local economy in bars, hotels, restaurants, parking and transport. As a ticketed and marketed event, the South Sound BlockParty is a tourism and revenue-driver.

Lodging Tax Budget Form

Lodging Tax Applicant:

Team-Tomorrow dba South Sound Block Party 2024

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:		\$5,000.00
Donations/Contributions:		
Grants:		
Program Service Fees:		
In-kind Donations:		
Gift Shop:		
Vendor Fees:		\$1,000.00
Fundraising Activities:		\$15,000.00
City of Lacey Lodging Tax:		\$0.00
City of Olympia Lodging Tax:		\$59,000.00
City of Tumwater Lodging Tax:		\$7,500.00
Thurston County Lodging Tax:		\$5,000.00
Other Sources of Revenue: (please specify)	merchandise	\$1,500.00
Other Source:		
Other Source:		
Other Source:		
TOTAL REVENUE:		\$287,750.00

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		\$111,000.00
Administration: (utilities, phone, etc.)		\$6,500.00
Marketing and Promotion:		\$35,000.00
Professional / Consultant Fees:		
Equipment:		\$54,000.00
Facility / Event Venue Rental:		\$19,000.00
Travel: (please specify)	flights and livery service	\$10,000.00
All Other Expenses: (please specify)	uniforms for volunteers and staff	\$5,600.00
Other Expense:		
Other Expense:		
Other Expense:		
TOTAL EXPENSES:		\$241,100.00
PROGRAM EXCESS (DEFICIT):		\$46,650.00



TOMORROW

CHRISTEN GREENE O/B/O SOUTH SOUND BLOCK PARTY

3701 Pacific Ave SE
#403
Olympia, Wa 98501

28 Oct 2022

SCOPE OF SERVICES for SSBP23 - 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 \$4,900 allotted to us from these funds will be used to help cover a portion of critical festival infrastructure: staffing, production, infrastructure and marketing.

Sincerely,

Aug 25 & 26th 2023 at the Northpoint,

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

INVOICE

CITY OF TUMWATER

TOURISM/LODGING TAX PROGRAM FUNDING

CONTACT PERSON: Christen Greene Employer Identification Number: 83-3238594

AGENCY: Team-Tomorrow, LLC DATE: 9/15/2022

ADDRESS 3701 Pacific Ave SE #403 PHONE: 413-695-6986

Olympia WA 98501 EMAIL: cg@team-tomorrow.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).

<u>Services Provided (Scope of Services/Exhibit A)</u>	<u>Date(s) Provided</u>	<u>Cost (Itemized)</u>
Fence Screen 4 Less- infrastructure, screen panels	5/25/2022	\$816
Peter Corvallis Productions- infrastructure, trash	8/25/2022	\$1,186.35
National Construction Rentals- infrastructure, fencing	6/20/2022	\$547

TOTAL AMOUNT REQUESTED: \$ 2,400

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.

Christen Greene

SIGNATURE

Owner/Head of Talent
TITLE

Please mail this invoice to:

Hanna M. Miles
Executive Department
555 Israel Road SW
Tumwater, WA 98501
Phone: (360) 754-4120

FENCE SCREENS 4 LESS

"Your Fence Screen Specialist"

625 S. Palm Street Unit E La Habra, CA 90631

Office: (562) 371-7567

info@fencescreens4less.com

Invoice

Date	Invoice #
5/25/2022	34408

PAID
05/25/2022

Bill To
SOUTH SOUND BLOCK PARTY CHRISTINE GREEN 5344 JOHNSON POINT RD NE OLYMPIA, WA 98516

Ship To
SOUTH SOUND BLOCK PARTY KATIE 5344 JOHNSON POINT RD NE OLYMPIA, WA 98516

P.O. Number	Terms	Rep	Ship	Via	Tracking #
VERBAL	Credit Card	ALEX	5/25/2022	FEDEX	

Quantity	Item Code	Description	Price Each	Amount
12	90PS06502	5'8" x 50' Black Fence Screen Panels 92% Blockage 200gsm	68.00	816.00

NO RETURNS OR EXCHANGES AT THIS TIME ALL SALES ARE FINAL	Total	\$816.00
	Payments/Credits	-\$816.00
	Balance Due	\$0.00


www.fencescreens4less.com

info@fencescreens4less.com

Peter Corvallis Productions
2204 North Clark Ave.
Portland, OR 97227
(503)222-1664



RESERVATION

Rented To:	Delivery Location:	Ticket#
Katie Janovec 1650 Se Hawthorne Blvd # 210 Portland OR 97214		Res# 22400 Loc 100 
Ordered by: Katie Phone: C (402) 580-1806 Salesperson: Acp	PO/Job # Will Call Setup: Teardown:	Delivery/Out: 08/25/22 Thu ACP Event: 08/25/22 Thu Pick-up/In: 08/29/22 Mon TMD

Qty	Item	Description	Day Rate	Total
44	3949	Fence, White Picket - 36' H X 10' L	16.00	704.00
54	8967	Steel, Base, Full - 15 X 15 (14 Lbs)		0.00
54	8972	Steel, Upright - 3' H		0.00
20	TC08	Trash Receptacle, Garbage Can - 32 Gal.	6.50	130.00
4	1232	Cooler, Ice Chest - 150 Qt	34.00	136.00
2	1230	Cooler, Ice Chest - 124 Qt	24.00	48.00
1	GAJE	Game, Jenga, 12" W X 40" H	55.00	55.00
4	T048	Table, Banquet, Thin Edge - 8' L X 18 W	12.00	48.00

----- Payments -----

***** Credit Card Payments *****

MC Card #: XXXXXXXXXXXX5705 Type: SALE
APPROVAL#: 544457 07/21/22 3:57 PM
AMOUNT 300.00

***** Credit Card Payments *****

MC Card #: XXXXXXXXXXXX5705 Type: SALE
APPROVAL#: 128242 08/17/22 11:26 AM
AMOUNT 886.35

THIS IS A CONTRACT. THE BACK OF THIS CONTRACT CONTAINS IMPORTANT TERMS AND CONDITIONS INCLUDING LESSOR'S DISCLAIMER FROM ALL LIABILITY FOR INJURY OR DAMAGE AND DETAILS OF CUSTOMER'S OBLIGATIONS. THESE TERMS AND CONDITIONS ARE PART OF THIS CONTRACT. READ THEM!

I CERTIFY THAT I HAVE READ AND AGREE TO ALL TERMS OF THIS CONTRACT.

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SIGNATURE

If other than Customer, signer represents he is an agent of and authorized to sign for Customer

Peter Corvallis Productions
2204 North Clark Ave.
Portland, OR 97227
(503)222-1664



RESERVATION

Rented To: Katie Janovec 1650 Se Hawthorne Blvd # 210 Portland OR 97214 Ordered by: Katie Phone: C (402) 580-1806 Salesperson: Acp	Delivery Location: PO/Job # Will Call Setup: Teardown:	Ticket# Res# 22400 Loc 100 Delivery/Out: 08/25/22 Thu ACP Event: 08/25/22 Thu Pick-up/In: 08/29/22 Mon TMD		
Qty	Item	Description	Day Rate	Total

X_____

THIS IS A CONTRACT. THE BACK OF THIS CONTRACT CONTAINS IMPORTANT TERMS AND CONDITIONS INCLUDING LESSOR'S DISCLAIMER FROM ALL LIABILITY FOR INJURY OR DAMAGE AND DETAILS OF CUSTOMER'S OBLIGATIONS. THESE TERMS AND CONDITIONS ARE PART OF THIS CONTRACT. READ THEM!

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SIGNATURE

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Rentals	1,121.00
Sales	0.00
Delivery & Pickup	0.00
Damage Waiver	58.85
Handling	0.00
Env. Charges	0.00
Sales Tax	0.00
CAT	6.50
Total	1,186.35
Total Paid	1,186.35
Est Amount Due	0.00



SEATTLE OFFICE
(253) 863-0348



800-352-5675 • rentnational.com

QUOTE FOR SERVICES

COMPANY INFO: CUSTOMER # NEW		JOB SITE INFO: SITE # NEW			
Company:	KAITE JANOVEC	Job Name:	SOUTH SOUND BLOCK PARTY		
Requested By:	KATIE LANOVEC Phone: 402-580-1806	Address:	OLYMIPA OLYMPIA, WA 98501		
E-mail:	KATIEJANOVEC@GMAIL.COM	Cross Street:			
Other Phone:		Site Contact:	Phone:		
Billing Address:		Site E-mail:			
		Customer Ref #:			
Expected Install Date	Payment Terms	Prevailing Wage	Job Type		
Thu. Aug 25, 2022	COD	No	Special Event		
Quantity	UOM	Description	Rental Term (up to)	Unit Price	Amount
140	FT	FT OF BARRICADES	4 Days	2.19	306.60
Fence Notes:					

Fence Subtotal: 500.00

*Fence Minimum applies: If the total unit price times quantity for the above items does not exceed \$500, this minimum will be charged rather than the per unit price.
Note: Damaged, missing, and lease buyout charges are not included in minimum charge.*

Subtotal:	\$500.00	Sales Tax:	\$47.00	Grand Total:	\$547.00
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All prices include a one-time Delivery/Installation and a one-time Pick-Up/Removal.

Bids are based on quantity; if quantity changes, bid changes. Additional fees for hillside installations, hand carry, core drilling and inaccessibility. Deliveries and installs are scheduled Mon. - Fri. 7:00 a.m. - 3:00 p.m. Additional charges apply for weekends and after hours work. COD orders are to be paid in advance or upon delivery prior to installation. Orders with driven post(s) require 3-5 business days to complete underground markings. Remove and relocate charges are billed at the same rate as installation price. If services are subject to prevailing wage laws, any penalties or wages not included in this estimate will be paid by the lessee. Certified payroll is available upon request.

Customer's Signature: _____

Date: _____

Print Customer Name: _____

PO # _____

NOTE: Installation CANNOT be confirmed until quote is signed and returned. This bid expires in 14 days.

Date of Quote	Quote Number	Quote Prepared By	Email Address	Fax Signed Quote to
Tue. Jun 14, 2022	135008	CTURNER	CTURNER@RENTNATIONAL.COM	

National Construction Rentals
PO BOX 841461
Los Angeles, CA 90084-1461

Bill To:
KAITE JANOVEC

Payment Number: WEBPMT0000356706

Date: 6/20/2022

Transaction Details

Capture Amount:	\$547.00	Status:	Approved
Type:	MasterCard	Origination ID:	09BDF89ADE804C0EBE4D12B01268B5C1
Card / Account Number:	XXXXXXXXXXXX5705	Authorization Code:	567029

City of Tumwater Lodging Tax Final Report Form

Organization's Name: Team-Tomorrow, obo South Sound Block Party

Submitted By: christen greene

Date: 12 Sept 22

Email Address: cg@team-tomorrow.com

Phone: 413-695-6986

This Report Covers:

Activity Name: South Sound Block Party

Activity Type: ☒ Special Event/Festival

☐ Marketing/Tourism
Promotion Agency

☐ Facility

Activity Start Date: 26 Aug

Activity End Date: 27 Aug

Total Activity Cost: 235,000

Total amount of Tumwater lodging tax funds requested: 25,000

Total amount of Tumwater lodging tax funds expended: 2,400

Total amount of lodging tax funds expended from all jurisdictions: \$54,900 (45k Olympia, 2,400 Tumwater, 7,500 Thurston County)

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	<i>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</i>	PREDICTED:	1500/day
		ACTUAL (ESTIMATED):	1100/day
	METHODOLOGY (definitions provided above): direct count		
	EXPLAIN TRACKING METHOD: ticket purchase data, guest list data		
50+ MILES - ATTENDANCE	<i>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</i>	PREDICTED:	150
		ACTUAL (ESTIMATED):	65
	METHODOLOGY (definitions provided above): direct count, indirect count, structured estimate		
	EXPLAIN TRACKING METHOD: ticket sales data, hotel stay data, advertising click through data and Meta tracking data		
OUT OF STATE / COUNTRY - ATTENDANCE	<i>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</i>	PREDICTED:	250
		ACTUAL (ESTIMATED):	75
	METHODOLOGY (definitions provided above):direct count, indirect count, structured estimate		
	EXPLAIN TRACKING METHOD: ticket sales data, hotel stay data, advertising click through data		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	500
		ACTUAL (ESTIMATED):	150
	METHODOLOGY (definitions provided above): direct count, indirect count		
	EXPLAIN TRACKING METHOD: ticket clicks, sales data hotel data, advertising click through and website click through data		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	1500
		ACTUAL (ESTIMATED):	700
	METHODOLOGY (definitions provided above): informal survey, direct count, indirect count		
	EXPLAIN TRACKING METHOD: chats amongst staff and their friends , demographic of ticket buyers and website users		
PAID LODGING NIGHTS	<i>Enter total predicted lodging nights in Tumwater (this number would have been submitted on your</i>	PREDICTED:	500

	<i>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</i>	ACTUAL (ESTIMATED):	100
	METHODOLOGY (definitions provided above): direct count, indirect count, informal survey		
	EXPLAIN TRACKING METHOD: HOST HOTEL SOLD OUT, WE PURCHASED 35 ROOMS, NO AIRBANDB'S AVAILABLE, WORD OF MOUTH AMONGST STAFF AND LOCALS, WEBSITE CLICK THROUGH DATA		

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

We sold over 1,100 tickets/day for this festival. The average ticket cost was \$62.50
We had an additional 200+ guest list patrons each day @ various price points.

A NIVA-funded, [recent COVID-19 study](#) found that **independent venues, festivals and promoters are anchor businesses** in their communities. The impact economic study reports that **for every \$1 spent on a concert ticket, \$12 is generated in the local economy** at bars, restaurants, hotels, parking and transportation.

OVERNIGHTS/HOTELS:

Our formal host hotel, The Doubletree by Hilton sold out Thursday August 25 - Sunday August 27th. **We purchased over 35 rooms** for bands, crew and on-site staff. At least 5 staff members paid for AirBandBs for their weekend employment. At least 3 staff camped in nearby campgrounds. **From the link on our website which provided a discounted rate for patrons**, we booked over 12 hotel rooms from the following zip codes.

10596 - Verplank, NY
97214 - Portland, Or
98115 - Seattle, Wa
60618 - Chicago, Il
98103 - Seattle, Wa
97232 - Portland, Or
98271 - Seattle, Wa
98310 - Seattle, Wa

GENERAL TOURISM:

Pedi-Cabs: We brought in 4 pedi-cab drivers to give patrons rides to/from designated spots in downtown Olympia. The cabs gave over 150 rides over a 2-day span. This initiative was partially paid for by The Downtown Alliance who helped defer hotel rooms costs for the drivers. The pedicabs were mentioned over 15 times digitally from SSBP's channels with over 6,000 impressions across the mailing list and social media. Those posts also mentioned Downtown Olympia Alliance and called out local businesses near the designated Pick Up/Drop Off Zones.

We held a VIP and Friends Wristband Pick-Up Party at The Brotherhood in downtown Olympia. This was marketed as a *'come and gather and meet your fellow VIPs, have a drink on us and get your wristband ahead of time to skip lines.'* This encouraged visiting and patronizing downtown Olympia before our event started.

TUMWATER SPECIFIC QUESTIONS:

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

- Of all of our ticket buyers **23% came from outside** of a 50-mile radius
- **11% are from out of state**
- **35% of advanced sales** were from outside of the Oly/Lacey/Tumwater area.
- Ticket purchases **increased 43% in the 2 weeks** leading up to the event.
- 38% of tickets were purchased in advance (*this is slightly below industry average for an event of this size*)

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?

Festival infrastructure: sound/stage/lights

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

Yes. I would like to include Tumwater hotels more directly.

*When planning this festival, no other hotel was responsive when I reached out to create partnerships. Regardless, we featured 7 other hotels (or BnBs) on our website from Olympia and Tumwater. These were the two cities who provided LTAC funding. **Our website received over 33,000 unique users from April - August 2022. We had 150+ unique clicks on the various hotel links on our website.***

It is my intention to continue to reach out to hoteliers to get codes and blocks of rooms for future events. It is my intention to continue to promote our local hotel inventory as part of future festival marketing. I could use your help to do this next year.

TOMORROW

Profit and Loss

January - December 2022

	TOTAL
Income	
Commissions	27,334.53
Event Income	9,000.00
PayPal Sales	0.00
	0.00
	19,116.00
Discounts/Refunds Given	-120.44
Merch Sales	1,406.56
Ticket Sales	34,729.47
Total SSBP Income	55,131.59
Total Income	\$91,466.12
Cost of Goods Sold	
Shipping	676.23
Total Cost of Goods Sold	\$676.23
GROSS PROFIT	\$90,789.89
Expenses	
Advertising & Marketing	5,297.45
Bank Charges & Fees	91.27
PayPal Fees	1,131.58
Total Bank Charges & Fees	1,222.85
Contractors	50.00
Dues & subscriptions	1,836.75
Interest Paid	1.10
Job Supplies	2.50
Legal & Professional Services	150.00
Meals & Entertainment and travel	8,778.22
Office Expense	379.74
QuickBooks Payments Fees	30.86
Reimbursable Expenses	1,231.35
Rent & Lease	0.00
Shows & Events	661.67
SSBP Expenses	
Aesthetic & Lights	12,556.14
Commissions	9,525.00
Infrastructure	13,600.91
Facilities	9,776.08
Fence/Barricades	6,338.76
Generators & Electrical	5,111.20
Tents	8,458.10
Total Infrastructure	43,285.05

TOMORROW

Profit and Loss

January - December 2022

	TOTAL
Insurance	2,503.80
Marketing	1,292.55
Billboard & Mural	3,170.00
Digital Marketing	
Content	2,846.66
Design & Web Dev	310.00
Social Media & Ads	22,710.35
Total Digital Marketing	25,867.01
Hospitality & Lodging	
Lodging	10,407.58
Other Hospitality	15,107.77
Transportation	205.28
Travel	2,260.16
Total Hospitality & Lodging	27,980.79
Print Marketing	5,148.02
Printing & Signage	12,143.39
Staff Shirts	1,178.25
Wristbands, Laminates & Stickers	2,995.39
Total Print Marketing	21,465.05
Radio Marketing	4,150.00
Video Marketing	1,640.00
Total Marketing	85,565.40
Radios & Production Gear	2,459.28
SSBP Staffing	4,740.00
Production Staffing	12,392.36
Accounting	1,507.49
Artist Relations	3,525.00
Clean Up Crew	1,833.00
Driving/Transport Staff	1,000.00
Merch Staff	750.00
Security & Grounds Crew	9,515.00
Stage & Production Staff	8,363.00
Ticketing/Box Office Staff	4,600.00
Total Production Staffing	43,485.85
Talent	56,975.00
Total SSBP Staffing	105,200.85
Stage & Sound	18,319.94
Total SSBP Expenses	279,415.46
Subcontracting	146.83
Taxes & Licenses	222.73
Telephone Expense	124.96

TOMORROW

Profit and Loss

January - December 2022

	TOTAL
Travel	2,481.01
Total Expenses	\$302,033.48
NET OPERATING INCOME	\$ -211,243.59
Other Income	
Interest Income	4.78
Other Income	2.47
SSBP Grants & Sponsorships	
Municipal Lodging & Tourism Grants	47,923.92
Private Sponsors	166,750.00
Total SSBP Grants & Sponsorships	214,673.92
Total Other Income	\$214,681.17
NET OTHER INCOME	\$214,681.17
NET INCOME	\$3,437.58



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

(See application for current business address)

SEAL OF THE STATE OF WASHINGTON

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

STATE OF WASHINGTON

FOLD HERE

TAX REGISTRATION - ACTIVE

FOLD HERE



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]

Principal Office Mailing Address:

[REDACTED]

(See Application for current
business address)

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.

CERTIFICATE OF FORMATION

UBI NUMBER

UBI Number:
604 303 882

BUSINESS NAME

Business Name
FAUX PAS PRODUCTIONS, LLC

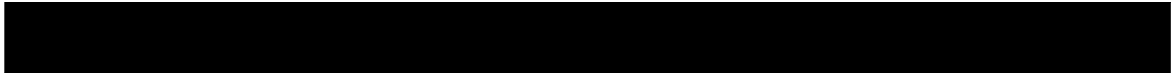
REGISTERED AGENT

**Registered Agent
Name**

Street Address

Mailing Address

CHRISTEN
GREENE



(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:

ATES

(See application for current
business address)

Mailing Address:

EXECUTOR

Title	Executor Type	Entity Name	First Name	Last Name	Address
EXECUTOR	INDIVIDUAL		CHRISTEN	GREENE	

RETURN ADDRESS FOR THIS FILING

Attention:
CHRISTEN GREENE

Email:
FAUXPASPRODUCTIONS@GMAIL.COM

Address:

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.

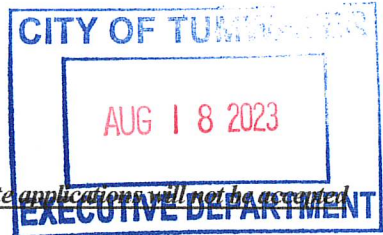
Person Type:
INDIVIDUAL

First Name:
CHRISTEN

Last Name:
GREENE

Title:
OWNER

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification



APPLICATION DEADLINE: **AUGUST 30, 2023, 12PM/NOON** *Postmarks, late, or incomplete applications will not be accepted.*
ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

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

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

Amount Requested: \$45,000 Total Project / Event Budget: \$174,610

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

Funds will be used exclusively for the 2024 Olympic Air Show

*If an Event/Festival, complete the following: ☐ New Event ☒ Annual Event for 23 number of years

<u>Olympic Air Show</u> Name of Event/Festival	<u>Olympia Regional Airport</u> Location	<u>June 15-16, 2024</u> Date of Event/Festival
<u>www.olympicairshow.com</u> Event/Festival Website (if different than above)	<u>June 17-18, 2023</u> If an existing event, last year's date of event	

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 (e-signature or original)

8/18/2023
Date

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 the 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 seeking 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 a 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 www.ci.tumwater.wa.us/LodgingTax.)

City of Tumwater lodging tax funds will be used exclusively for promotion and operation of the 2024 Olympic Air Show, and for the procurement of aerobatic demonstrations and related expenses.

- 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 15-16, 2024.

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 2023 Olympic Air Show, 68 individuals volunteered for event set-up, implementation, and tear-down. Total number of volunteer hours exceeded 1,326. 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; Thurston County \$7,500.

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.

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?

25%: \$45,000 divided by event expense budget of \$174,610 = .25

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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, resulting in thousands of direct revenue to the lodging industry. In 2023, the Olympic Air Show contributed more than \$9,400 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 2023 Olympic Air Show attracted 110 visitors from 10 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 in the late 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 the www.olympicairshow.com, the website has had thousands of unique visits from all over the world.

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) Overall attendance	<u>9119</u>
b) Staying for the day only <i>and</i> traveling more than fifty miles or more one way from their place of residence or business	<u>1997</u>
c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries)	<u>116</u>
d) Staying overnight in paid accommodations away from their place of residence or business	<u>499</u>
e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i>	<u>1298</u>

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

traveling fifty miles or more one way from their place of residence or business

f) **Total number of paid lodging nights** generated in Tumwater

211

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

10.a. Manual count of patrons at Admissions Gate and estimated viewers outside of airport premises.

10.b. 21.9% of total visitors who traveled 50+ miles to attend as reflected in electronic ticket analysis:
 $21.9\% \times 9,119 = 1,997$

10.c. Out of state/country attendance as determined by electronic ticket analysis as well as actual count of performers (pilots and crew).

10.d. Estimate 25% of 1,997 tourists in paid accommodations = 499

10.e. Estimate of 65% of 1,997 tourists staying in unpaid accommodations = 1,298

10.f. Of the 499 tourists staying in paid accommodations, estimate a family unit of 3.13 is 159; add 52 performer/crew rooms (2 nights) = 211

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 four Tumwater lodging facilities and campgrounds. In addition, we purposely 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 dedicated to other nearby Tumwater attractions, restaurants and places of interest. We print extra programs to distribute to museum patrons during the summer months. The event's long term 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 the number of show performers and featured guests, as well as a reduction in promotion and advertising efforts. These decreases would greatly reduce the advertising/promotion capability along with current and 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 the museum's primary

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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.

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; Pacific Harbor Council of Boy Scouts; Olympia Camera Club; Experience Olympia; Puget Sound Antique Aircraft Club; Skookumchuck Grange; Tenino Motorcycle Drill Team; Gamewardens NW Association, Thurston County Readiness Center (Washington National Guard), The Olympian, Tumwater Fire Department, and Olympia Robotics Federation.

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.

The Olympic Flight Museum has strengthened our partnership with the South Sound Squadron of the Civil Air Patrol, and serves as host of their monthly Aerospace enrichment classes as a demonstration of our commitment as an ongoing educational resource.

This year's Olympic Air Show tourist attendance was 21.9%, falling within the historical average of 18% to 22%. The 116 patrons from out-of-state visited from 10 states outside of Washington. Many attendees from outside the area (tourists) enjoy the discounted contact-less ticket availability, while local citizens familiar with the event use the traditional front-gate admission process and are willing to pay for non-discounted tickets in order to support the museum's fundraising activity. In addition, the cancellation of several regional air show 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.

While the Olympic Air Show's operational costs have undergone significant increases since 2022, funds awarded for 2024 will again be primarily utilized to contract with private aerobatic performers to offset the continued decline of free military support that was previously provided by the U.S. military in the form of static displays 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 current levels of attendees, but also increasing them.

Lodging Tax Budget Form

Lodging Tax Applicant: Olympic Flight Museum / 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:		\$75,000.00
Reserves:		
Donations/Contributions:		
Grants:		
Program Service Fees:		
In-kind Donations:		\$5,000.00
Gift Shop:		\$8,000.00
Vendor Fees:		\$6,000.00
Fundraising Activities:		
City of Lacey Lodging Tax:		
City of Olympia Lodging Tax:		\$20,000.00
City of Tumwater Lodging Tax:		\$45,000.00
Thurston County Lodging Tax:		\$7,500.00
Other Sources of Revenue: (please specify)		
Other Source:	Beer Garden	\$4,000.00
Other Source:	Port Of Olympia	\$1,500.00
Other Source:		
TOTAL REVENUE:		\$180,500.00

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		\$55,000.00
Administration: (utilities, phone, etc.)		\$4,000.00
Marketing and Promotion:		\$31,485.00
Professional / Consultant Fees:		\$34,000.00
Equipment:		\$18,300.00
Facility / Event Venue Rental:		
Travel: (please specify)		
All Other Expenses: (please specify)	Performer Lodging/Food/Vehicle	\$19,175.00
Other Expense:	Fuels: Avgas, Jet A, Smoke Oil	\$11,600.00
Other Expense:	Licensing	\$400.00
Other Expense:	Contract Labor	\$650.00
TOTAL EXPENSES:		\$174,610.00
PROGRAM EXCESS (DEFICIT):		\$5,890.00



OLYMPIC FLIGHT MUSEUM SCOPE OF SERVICES – ATTACHMENT A 2023

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:

<u>Olympic Air Show</u>	<u>Event Date: June 17-18, 2023</u>
-------------------------	-------------------------------------

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



INVOICE
CITY OF TUMWATER
TOURISM/LODGING TAX PROGRAM FUNDING

CONTACT PERSON: Teri Thorning Employer Identification Number: 91-1899948
AGENCY: Olympic Flight Museum DATE: September 21, 2022
ADDRESS 7637 Old Highway 99 SE, Bldg. A PHONE: (360) 705-3925
Olympia, WA 98501 EMAIL: oas@olympicflightmuseum.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).

<u>Services Provided (Scope of Services/Exhibit A)</u>	<u>Date(s) Provided</u>	<u>Cost (Itemized)</u>
--	-------------------------	------------------------

Please see attached list

TOTAL AMOUNT REQUESTED: \$ 36,000.00

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

Kyle Baxter

Manager, Olympic Flight Museum
TITLE

Please mail this invoice to:

Hanna M. Miles
Executive Department
555 Israel Road SW
Tumwater, WA 98501
Phone: (360) 754-4120

VENDOR	SERVICE	DATE	PYMT. METHOD	AMOUNT
Best Western	Lodging	6/18-6/19		8330.84
The Olympian	Advertising	6/10-6/17		3185.00
Hertz	Vehicle Rental	6/17-6/20		3503.72
Star Rentals	Equip. Rental	6/18-6/19		387.28
Honey Bucket	Equip. Rental	6/18-6/19		4782.00
LeMay Pacific	Dumpster/Garb.			
City of Tumwater	Advert. – Banner	6/7-6/20	Check #2089	300.00
Northwest Military	Advertising	6/9 & 6/16		1000.00
Day Wireless	Equip. Rental	6/16-6/20	VISA \$437.60 + \$38.29	475.89
The Chronicle	Advertising	5/20-6/18		500.00
Wenham Design	Advertising	3/3-6/19		1898.75
Premier Broadcasters	Advertising	6/6-6/19		350.00
Thurston Talk	Advertising	5/1-6/19		125.00
Clark County Talk	Advertising	5/1-6/19		125.00
South Sound Talk	Advertising	5/1-6/19		125.00
Celebrations	Equip. Rental	6/18-6/19		2836.67
Celebrations	Equip. Rntl. TENT	6/18-6/19		2530.50
Print NW	Printing – Poster	4/26		347.14
Print NW	Printing – Program	6/17-6/18		3214.65
Shelton Journal	Advertising	6/9		312.00
Pacific Disposal	Equip. Rntl-Garb.	6/18-6/19		748.87
Pacific Stage	Equip. Rental	6/17-6/19		2045.78
Renny Price	Performer	6/17-6/19		2,000
Anna Serbinenko	Performer	6/17-6/19		2,000
Greg Howard	Performer	6/17-6/19		1,000
Royal Eagle Squadron	Performer	6/17-6/19		2,000
TOTAL				44,124.09

Tumwater-Olympia Inn

5188 Capitol Blvd SE
OLYMPIA, WA 98501

(360) 956-1235

stay@bwtumwater.com

www.bestwestern.com/TumwaterInn

C/O 06/21/2022 01:42 PM Rose

Registered To:

THRONGING, TERI
Olympic Flight Museum
CAPITOL BLVD
OLYMPIA, WA 98501

Bill To:

Olympic Flight Museum
7637-A OLD HIGHWAY 99 SE
TUMWATER, WA 98501

Group ID 1758

OLYMPIC FLIGHT MUSEUM FLIGHT S
OLYMPIC FLIGHT MUSEUM

Arrival 06/14/22

Departure 06/21/22

Acct

Payment City Ledger

271

(360) 705-3925

(360) 705-3925

Posting Date	Oper	Acct Code	Description	From	Reference	Amount
6/21/22	Rose	DB	DIRECT BILLING		Olympic Flight Museum	(\$8,330.84)

Balance Due

(\$8,330.84)

OAS22 - Lodging

OK

Int

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE DUE PORTION OF THIS INVOICE. IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO BE PERSONALLY LIABLE FOR PAYMENT OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

Signature



Beaufort Gazette
Belleville News-Democrat
Bellingham Herald
Bradenton Herald
Centre Daily Times
Charlotte Observer
Columbus Ledger-Enquirer
Fresno Bee

The Herald - Rock Hill
Herald Sun - Durham
Idaho Statesman
Island Packet
Kansas City Star
Lexington Herald-Leader
Merced Sun-Star
Miami Herald

el Nuevo Herald - Miami
Modesto Bee
Raleigh News & Observer
The Olympian
Sacramento Bee
Fort Worth Star-Telegram
The State - Columbia
Sun Herald - Biloxi

Sun News - Myrtle Beach
The News Tribune Tacoma
The Telegraph - Macon
San Luis Obispo Tribune
Tri-City Herald
Wichita Eagle

Olympic Flight Museum
Attn: Accounts Payable
7637 Old Hwy 99 SE
Tumwater, Washington 98501

JUNE INVOICE

Invoice No.: 127881
Invoice Date: 06/30/2022
Due Date: 07/25/2022
Bill-To Account: 90007
Sales Rep: Diane Stojakovich

Print

Date	Ad No.	PO	Description	Size	Notes	Net Amount
06/10/2022	915888		OLY-The Olympian - Entertainment Any	B-Eighth Page		\$33.25
06/12/2022	915891		OLY-The Olympian - Main Any	B-Eighth Page		\$33.25
06/15/2022	915893		OLY-The Olympian - Main Any	B-Eighth Page		\$33.25
06/17/2022	915889		OLY-The Olympian - Entertainment Any	B-Eighth Page		\$33.25
06/10/2022	915881		TAC-News Tribune - Entertainment Any	B-Eighth Page		\$188.00
06/12/2022	915886		TAC-News Tribune - Main Any	B-Eighth Page		\$188.00
06/15/2022	915887		TAC-News Tribune - Main Any	B-Eighth Page		\$188.00
06/17/2022	915882		TAC-News Tribune - Entertainment Any	B-Eighth Page		\$188.00

McClatchy Digital

Dates	Ad No.	PO	Description	Size	Net Amount
06/17/2022 - 06/17/2022	915877		News Tribune Homepage	Responsive Billboard Takeover	\$600.00
06/07/2022 - 06/17/2022	915880		News Tribune ROS	Standard Display Sizes	\$700.00

Please Return This Portion With Your Payment (Thank You)

McClatchy Company LLC
PO Box 510150
Livonia MI 48151

ADVERTISING INVOICE

Olympic Flight Museum
Attn: Accounts Payable
7637 Old Hwy 99 SE
Tumwater, Washington 98501

JUNE INVOICE

Invoice No.: 127881
Account No.: 90007
Account Name: Olympic Flight Museum
Amount Due: \$3,185.00

Email questions to ssccreditandcollections@mcclatchy.com

McClatchy Company LLC
PO Box 510150
Livonia MI 48151

0000090007 0000127881 000318500 5



Beaufort Gazette
Belleville News-Democrat
Bellingham Herald
Bradenton Herald
Centre Daily Times
Charlotte Observer
Columbus Ledger-Enquirer
Fresno Bee

The Herald - Rock Hill
Herald Sun - Durham
Idaho Statesman
Island Packet
Kansas City Star
Lexington Herald-Leader
Merced Sun-Star
Miami Herald

el Nuevo Herald - Miami
Modesto Bee
Raleigh News & Observer
The Olympian
Sacramento Bee
Fort Worth Star-Telegram
The State - Columbia
Sun Herald - Biloxi

Sun News - Myrtle Beach
The News Tribune Tacoma
The Telegraph - Macon
San Luis Obispo Tribune
Tri-City Herald
Wichita Eagle

McClatchy Digital

Dates	Ad No.	PO	Description	Size	Net Amount
06/17/2022 - 06/17/2022	915878		The Olympian Homepage	Responsive Billboard Takeover	\$500.00
06/07/2022 - 06/17/2022	915879		The Olympian ROS	Standard Display Sizes	\$500.00

June Summary	
Amount Due:	\$3,185.00

Print Images



2400 CARRIAGE LOOP SW
OLYMPIA, WA 98502

Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

6RNQSC
7500-5105-3971
06/20/2022
45WS001

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	3 DAY	165.00	495.00
Subtotal			495.00
VEHICLE LICENSE FEE RECOVERY	3 DAY	0.49	1.47
WA STATE RENTAL TAX	PCT	5.90	29.29
SALES TAX	PCT	9.40	46.67

BILL TO

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA - 98501

RENTAL INFORMATION

Date/Time Out 06/16/2022 01:15 PM Start Charges 06/17/2022 09:00 AM Date/Time In 06/20/2022 09:01 AM

Renter
THORNING, TERI

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
SILVER	BXH1128	4RUN	7VBTML	19,060 19,300

VIN: JTEMU5JR3M5906969

CLAIM INFORMATION

Claim# / PO# / RO# Insured

Date of Loss Type of Loss Type of Vehicle

Repair Shop

Amount Due (USD)

572.43

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

POSTED

For Billing Inquiries / Payment Terms :

Tel#: +1 3609563714

SEA99ARADMIN@EHI.COM

Payment Due within 30 days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Remit To :

ENTERPRISE RENT A CAR
PO BOX 749764
LOS ANGELES, CA 90074-9764

Amount Due (USD)

572.43

Paid By:

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA 98501

Email Remit To: AskNationalPayments@ehi.com

Fed Tax Id: 26-4086616

Account #
45WS001

Rental Agreement
6RNQSC

Amount
572.43

GPBR
4525



2400 CARRIAGE LOOP SW
OLYMPIA, WA 98502

Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

6RNVZW
7500-5105-2146
06/20/2022
45WS001

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	3 DAY	165.00	495.00
Subtotal			495.00
WA STATE RENTAL TAX	PCT	5.90	29.29
VEHICLE LICENSE FEE RECOVERY	3 DAY	0.49	1.47
SALES TAX	PCT	9.40	46.67

BILL TO

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA - 98501

RENTAL INFORMATION

Date/Time Out 06/16/2022 01:06 PM Start Charges 06/17/2022 09:00 AM Date/Time In 06/20/2022 08:12 AM

Renter
THORNING, TERI

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
BLACK	1A338ND	VOYA	7TYMN3	13,580 13,646

VIN: 2C4RC1DG5LR176421

CLAIM INFORMATION

Claim# / PO# / RO# Insured

Date of Loss Type of Loss Type of Vehicle

Repair Shop

Amount Due (USD)

572.43

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.



For Billing Inquiries / Payment Terms :

Tel#: +1 3609563714
SEA99ARADMIN@EHI.COM
Payment Due within 30 days of invoice date
Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Remit To :

ENTERPRISE RENT A CAR
PO BOX 749764
LOS ANGELES, CA 90074-9764

Amount Due (USD)

572.43

Paid By:

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA 98501

Email Remit To: AskNationalPayments@ehi.com

Fed Tax Id: 26-4086616

Account #
45WS001

Rental Agreement
6RNVZW

Amount
572.43

GPBR
4525



2400 CARRIAGE LOOP SW
OLYMPIA, WA 98502

Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

6RP56W
7500-5105-2571
06/20/2022
45WS001

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	3 DAY	165.00	495.00
Subtotal			495.00
WA STATE RENTAL TAX	PCT	5.90	29.29
VEHICLE LICENSE FEE RECOVERY	3 DAY	0.49	1.47
SALES TAX	PCT	9.40	46.67

BILL TO

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA - 98501

RENTAL INFORMATION

Date/Time Out 06/16/2022 02:03 PM Start Charges 06/17/2022 10:00 AM Date/Time In 06/20/2022 08:25 AM

Renter
THORNING, TERI

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
BLACK	8NSG174	DURA	7TD3HS	60,270 60,470

VIN: 1C4SDHCT3LC260171

CLAIM INFORMATION

Claim# / PO# / RO# Insured

Date of Loss Type of Loss Type of Vehicle

Repair Shop

Amount Due (USD)

572.43

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.



Cascade Warbirds

For Billing Inquiries / Payment Terms :

Tel#: +1 3609563714
SEA99ARADMIN@EHI.COM
Payment Due within 30 days of invoice date
Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Remit To :
ENTERPRISE RENT A CAR
PO BOX 749764
LOS ANGELES, CA 90074-9764

Email Remit To: AskNationalPayments@ehi.com

Fed Tax Id: 26-4086616

Account #
45WS001

Rental Agreement
6RP56W

Amount
572.43

GPBR
4525

Amount Due (USD)

572.43

Paid By:
OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA 98501



2400 CARRIAGE LOOP SW
OLYMPIA, WA 98502

Rental Agreement #:

Bill Ref #:

Invoice Date:

Account #:

6RQ8B8

7500-5105-3587

06/20/2022

45WS001

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	3 DAY	165.00	495.00
Subtotal			495.00
WA STATE RENTAL TAX	PCT	5.90	29.29
VEHICLE LICENSE FEE RECOVERY	3 DAY	0.49	1.47
SALES TAX	PCT	9.40	46.67

BILL TO

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA - 98501

RENTAL INFORMATION

Date/Time Out 06/16/2022 02:35 PM Start Charges 06/17/2022 10:00 AM Date/Time In 06/20/2022 08:52 AM

Renter

THORNING, TERI

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	Miles/Kms In
RED MED	N582896	JOUR	8D40K9	12,260	12,460

VIN: 3C4PDCAB8LT259766

CLAIM INFORMATION

Claim# / PO# / RO# Insured

Date of Loss Type of Loss Type of Vehicle

Repair Shop

Amount Due (USD)

572.43

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.



For Billing Inquiries / Payment Terms :

Tel#: +1 3609563714

SEA99ARADMIN@EHI.COM

Payment Due within 30 days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (USD)

572.43

Remit To :

ENTERPRISE RENT A CAR
PO BOX 749764
LOS ANGELES, CA 90074-9764

Paid By:

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA 98501

Email Remit To: AskNationalPayments@ehi.com

Fed Tax Id: 26-4086616

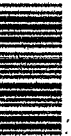
Account #
45WS001

Rental Agreement
6RQ8B8

Amount
572.43

GPBR
4525

Smoke N Thunder





2400 CARRIAGE LOOP SW
OLYMPIA, WA 98502

RECEIVED

JUN 21 2022

Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

6RXJX9
7500-5105-3699
06/20/2022
45WS001

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	3 DAY	50.00	150.00
Subtotal			150.00
WA STATE RENTAL TAX	PCT	5.90	8.94
VEHICLE LICENSE FEE RECOVERY	3 DAY	0.49	1.47
SALES TAX	PCT	9.40	14.23

BILL TO

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA - 98501

RENTAL INFORMATION

Date/Time Out
06/17/2022 09:55 AM

Date/Time In
06/20/2022 08:55 AM

Amount Due (USD)

174.64

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

Renter
THORNING, TERI

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
BLACK	8TYZ026	VERS	8CC26B	30,860 30,860

VIN: 3N1CN8EV0ML832645

CLAIM INFORMATION

Claim# / PO# / RO#

Insured

Date of Loss

Type of Loss

Type of Vehicle

Repair Shop



For Billing Inquiries / Payment Terms :

Tel#: +1 3609563714

SEA99ARADMIN@EHI.COM

Payment Due within 30 days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (USD)

174.64

Remit To :

ENTERPRISE RENT A CAR
PO BOX 749764
LOS ANGELES, CA 90074-9764

Paid By:

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA 98501

Email Remit To: AskNationalPayments@ehi.com

Fed Tax Id: 26-4086616

Account #
45WS001

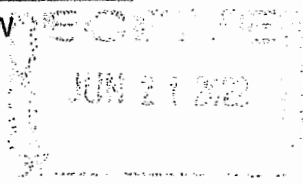
Rental Agreement
6RXJX9

Amount
174.64

GPBR
4525



2400 CARRIAGE LOOP SW
OLYMPIA, WA 98502



Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

6RXJY5
7500-5105-3612
06/20/2022
45WS001

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	3 DAY	50.00	150.00
Subtotal			150.00
WA MOTOR VEHICLE EXCISE TAX	PCT	0.30	0.45
VEHICLE LICENSE FEE RECOVERY	3 DAY	0.49	1.47
SALES TAX	PCT	9.40	14.24

BILL TO

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA - 98501

RENTAL INFORMATION

Date/Time Out
06/17/2022 09:57 AM

Date/Time In
06/20/2022 08:53 AM

Renter
THORNING, TERI

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	In
WHITE	C80579U	GLAD	7TN2VX	48,395	48,695

VIN: 1C6HJTAG7LL199278

CLAIM INFORMATION

Claim# / PO# / RO# Insured

Date of Loss Type of Loss Type of Vehicle

Repair Shop

Amount Due (USD)

166.16

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.



For Billing Inquiries / Payment Terms :

Tel#: +1 3609563714

SEA99ARADMIN@EHI.COM

Payment Due within 30 days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Remit To :
ENTERPRISE RENT A CAR
PO BOX 749764
LOS ANGELES, CA 90074-9764

Email Remit To: AskNationalPayments@ehi.com

Fed Tax Id: 26-4086616

Account #
45WS001

Rental Agreement
6RXJY5

Amount
166.16

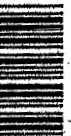
GPBR
4525

Amount Due (USD)

166.16

Paid By:

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA 98501





2400 CARRIAGE LOOP SW
OLYMPIA, WA 98502

RECEIVED
JUN 21 2022

Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

6RZL2B
7500-5105-2531
06/20/2022
45WS001

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	3 DAY	50.00	150.00
Subtotal			150.00
VEHICLE LICENSE FEE RECOVERY	3 DAY	0.49	1.47
WA STATE RENTAL TAX	PCT	5.90	8.94
SALES TAX	PCT	9.40	14.23

BILL TO

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA - 98501

RENTAL INFORMATION

Date/Time Out
06/17/2022 11:57 AM

Date/Time In
06/20/2022 08:24 AM

Amount Due (USD)

174.64

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

Renter
THORNING, TERI

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
GRAY LT	8TIX489	VERS	8CKT4K	35,600 35,900

VIN: 3N1CN8EV1ML818639

CLAIM INFORMATION

Claim# / PO# / RO#

Insured

Date of Loss

Type of Loss

Type of Vehicle

Repair Shop



For Billing Inquiries / Payment Terms :

Tel#: +1 3609563714

SEA99ARADMIN@EHI.COM

Payment Due within 30 days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (USD)

174.64

Remit To :

ENTERPRISE RENT A CAR
PO BOX 749764
LOS ANGELES, CA 90074-9764

Paid By:

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA 98501

Email Remit To: AskNationalPayments@ehi.com

Fed Tax Id: 26-4086616

Account #
45WS001

Rental Agreement
6RZL2B

Amount
174.64

GPBR
4525



2400 CARRIAGE LOOP SW
OLYMPIA, WA 98502

Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

6RZMFN
7500-5105-3571
06/20/2022
45WS001

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	3 DAY	50.00	150.00
Subtotal			150.00
WA STATE RENTAL TAX	PCT	5.90	8.94
VEHICLE LICENSE FEE RECOVERY	3 DAY	0.49	1.47
SALES TAX	PCT	9.40	14.23

Amount Due (USD) **174.64**

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

BILL TO

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA - 98501

RENTAL INFORMATION

Date/Time Out
06/17/2022 11:56 AM

Date/Time In
06/20/2022 08:51 AM

Renter
THORNING, TERI

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	In
RED MED	BXG7787	VERS	7VY335	24,269	24,469

VIN: 3N1CN8EV9ML856197

CLAIM INFORMATION

Claim# / PO# / RO#

Insured

Date of Loss

Type of Loss

Type of Vehicle

Repair Shop

For Billing Inquiries / Payment Terms :

Tel#: +1 3609563714

SEA99ARADMIN@EHI.COM

Payment Due within 30 days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (USD)

174.64

Remit To :

ENTERPRISE RENT A CAR
PO BOX 749764
LOS ANGELES, CA 90074-9764

Paid By:

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA 98501

Email Remit To: AskNationalPayments@ehi.com

Fed Tax Id: 26-4086616

Account #
45WS001

Rental Agreement
6RZMFN

Amount
174.64

GPBR
4525



2400 CARRIAGE LOOP SW
OLYMPIA, WA 98502

Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

6S0BZ8
7500-5105-4700
06/20/2022
45WS001

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	3 DAY	50.00	150.00
Subtotal			150.00
VEHICLE LICENSE FEE RECOVERY	3 DAY	0.49	1.47
WA STATE RENTAL TAX	PCT	5.90	8.94
SALES TAX	PCT	9.40	14.23

BILL TO

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA - 98501

RENTAL INFORMATION

Date/Time Out
06/17/2022 01:01 PM

Date/Time In
06/20/2022 09:23 AM

Amount Due (USD) **174.64**

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

Renter

THORNING, TERI

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
WHITE	BXT7541	IONH	7VWG8P	32,050 32,079

VIN: KMHC05LC4LU240371

CLAIM INFORMATION

Claim# / PO# / RO#

Insured

Date of Loss

Type of Loss

Type of Vehicle

Repair Shop

For Billing Inquiries / Payment Terms :

Tel#: +1 3609563714

SEA99ARADMIN@EHI.COM

Payment Due within 30 days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (USD)

174.64

Remit To :

ENTERPRISE RENT A CAR
PO BOX 749764
LOS ANGELES, CA 90074-9764

Paid By:

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA 98501

Email Remit To: AskNationalPayments@ehi.com

Fed Tax Id: 26-4086616

Account #
45WS001

Rental Agreement
6S0BZ8

Amount
174.64

GPBR
4525



2400 CARRIAGE LOOP SW
OLYMPIA, WA 98502

Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

6S0GMW
7500-5105-4597
06/20/2022
45WS001

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	3 DAY	50.00	150.00
Subtotal			150.00
VEHICLE LICENSE FEE RECOVERY	3 DAY	0.49	1.47
WA STATE RENTAL TAX	PCT	5.90	8.94
SALES TAX	PCT	9.40	14.23

BILL TO

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA - 98501

RENTAL INFORMATION

Date/Time Out
06/17/2022 12:58 PM

Date/Time In
06/20/2022 09:19 AM

Amount Due (USD)

174.64

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

Renter

THORNING, TERI

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	In
WHITE	8PCX981	MAL1	7TMVJ1	38,340	38,360

VIN: 1G1ZD5ST6LF112103

CLAIM INFORMATION

Claim# / PO# / RO#

Insured

Date of Loss

Type of Loss

Type of Vehicle

Repair Shop

For Billing Inquiries / Payment Terms :

Tel#: +1 3609563714

SEA99ARADMIN@EHI.COM

Payment Due within 30 days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (USD)

174.64

Remit To :

ENTERPRISE RENT A CAR
PO BOX 749764
LOS ANGELES, CA 90074-9764

Paid By:

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA 98501

Email Remit To: AskNationalPayments@ehi.com

Fed Tax Id: 26-4086616

Account #
45WS001

Rental Agreement
6S0GMW

Amount
174.64

GPBR
4525



2400 CARRIAGE LOOP SW
OLYMPIA, WA 98502

Rental Agreement #:

Bill Ref #:

Invoice Date:

Account #:

6S0L3S

7500-5105-3866

06/20/2022

45WS001

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	3 DAY	50.00	150.00
Subtotal			150.00
WA STATE RENTAL TAX	PCT	5.90	8.94
VEHICLE LICENSE FEE RECOVERY	3 DAY	0.49	1.47
SALES TAX	PCT	9.40	14.23

BILL TO

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA - 98501

RENTAL INFORMATION

Date/Time Out
06/17/2022 12:59 PM

Date/Time In
06/20/2022 09:00 AM

Amount Due (USD)

174.64

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

Renter

THORNING, TERI

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
BLUE LT	8WPT991	VERS	8C4NXG	16,766 16,966

VIN: 3N1CN8EV9ML890012

CLAIM INFORMATION

Claim# / PO# / RO#

Insured

Date of Loss

Type of Loss

Type of Vehicle

Repair Shop

For Billing Inquiries / Payment Terms :

Tel#: +1 3609563714

SEA99ARADMIN@EHI.COM

Payment Due within 30 days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (USD)

174.64

Remit To :

ENTERPRISE RENT A CAR
PO BOX 749764
LOS ANGELES, CA 90074-9764

Paid By:

OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99SE
TUMWATER, WA 98501

Email Remit To: AskNationalPayments@ehi.com

Fed Tax Id: 26-4086616

Account #
45WS001

Rental Agreement
6S0L3S

Amount
174.64

GPBR
4525



Print Images

Account xxxxxx5365
Number: 2122
Check Number: 07/11/2022
Check Amount: 3503.72
Description: Check (Regular Inclearings)
Type: Debit

OLYMPIC FLIGHT MUSEUM 1000 AVENUE 36 OLYMPIA, WA 98501-5707 (360) 705-3925		Timberland Bank 2122
PAY TO THE ORDER OF Enterprise Rent-A-Car		6/30/2022
Three Thousand Five Hundred Three and 72/100		\$ **3,503.72
Enterprise Rent-A-Car PO BOX 749764 LOS ANGELES, CA 90074-9764		DOLLARS
MEMO		AUTHORIZED SIGNATURE
1000 2122 10 3251707541 1901055355		
ENDORSE HERE		X A-8566 11 20220708 3756634808 101 LAC-749764
<input type="checkbox"/> CHECK BOX FOR MOBILE/REMOTE DEPOSIT		
>122000661< CR PAYEE ACCT LACK END GTD BANK OF AMERICA		

Remit To:

STAR RENTALS INC
PO BOX 3875
SEATTLE WA 98124-3875
www.starrentals.com

Invoice

Closed	Invoice#
Mon 6/20/2022	601471-37

Bill to:

Customer #: 143012

OLYMPIC FLIGHT MUSEUM
7637-A OLD HWY 99 SE

OLYMPIA WA 98501

RECEIVED

JUN 24 2022

Date Out Fri 6/17/2022

BY:

Terms	Aging Date
Net 10th	Mon 6/20/2022

Field Here

Ordered By: THERESA(TERI) THORNING

Delivery Fri 6/17/2022 2:00PM

Teri (Theresa Thorni) 360-451-0721
OLYMPIA AIRPORT
7637-A OLD HWY 99
OLYMPIA, WA 98512

For 6-18 and 19

Pickup Mon 6/20/2022 7:00AM - 9:00AM

Teri (Theresa Thorni) 360-451-0721
OLYMPIA AIRPORT
7637-A OLD HWY 99
OLYMPIA, WA 98512

Set Generators 240 /single PHY's
e-mail oas@olympicflightmuseum.com
and/or mydepartments@gmail.com

OAS22-Rental Equip.

OK

TMB

Andy 24 hour contact 360-589-6083

Qty	Key	Items	Ser#	Disc%	Returned Date	Price
5	1123-0020-37	TEMPORARY POWER Y'		100%	Mon 6/20/2022 5:34AM	\$0.00
6	175-0110-37	TEMP POWER CORD, 50'		100%	Mon 6/20/2022 5:34AM	\$0.00
5	175-0120-37	TEMP POWER CORD, 100'		100%	Mon 6/20/2022 5:34AM	\$0.00
1	1123-0010#G14065	TEMPORARY POWER BOX SOUTHWIRE ELE 01970	NONE	100%	Mon 6/20/2022 5:34AM	\$0.00
1	1123-0010#G12831	TEMPORARY POWER BOX SOUTHWIRE X-TREME BOX	18910	100%	Mon 6/20/2022 5:34AM	\$0.00
1	1123-0010#G12828	TEMPORARY POWER BOX SOUTHWIRE X-TREME BOX	18905	100%	Mon 6/20/2022 5:34AM	\$0.00
1	1123-0010#G12834	TEMPORARY POWER BOX VOLTEC T-BOX-6T	V50370292	100%	Mon 6/20/2022 5:34AM	\$0.00
1	1123-0010#G12339	TEMPORARY POWER BOX CEP 6506-GU	44612	100%	Mon 6/20/2022 5:34AM	\$0.00
1	1123-0010#G12539	TEMPORARY POWER BOX CEP 6506-GU	112226	100%	Mon 6/20/2022 5:34AM	\$0.00
1	1123-0010#G12813	TEMPORARY POWER BOX SOUTHWIRE X-TREME BOX	25132	100%	Mon 6/20/2022 5:34AM	\$0.00
1	1123-0010#G12948	TEMPORARY POWER BOX VOLTEC T-BOX-6T	V43610642	100%	Mon 6/20/2022 5:34AM	\$0.00
1	1123-0010#G12536	TEMPORARY POWER BOX CEP 6506-GU	112223	100%	Mon 6/20/2022 5:34AM	\$0.00
1	1123-0010#G12538	TEMPORARY POWER BOX CEP 6506-GU	112222	100%	Mon 6/20/2022 5:34AM	\$0.00
1	1123-0010#G12836	TEMPORARY POWER BOX VOLTEC T-BOX-6T	V50370329	100%	Mon 6/20/2022 5:34AM	\$0.00
1	175-0030#R2593	GENERATOR, 45KVA DOOSAN G40	492868UDADG67		Mon 6/20/2022 5:34AM	\$200.00
		Meter Out: 4892.9 Meter In: 4940.0 Total hours on meter: 47.1				
		1day \$200.00 1week \$580.00 4weeks \$1,420.00				
1	175-0010#R3480	AIRMAN SDG13LAX 13KVA GENERATOR	7H6BX10A6KA001057		Mon 6/20/2022 5:34AM	\$150.00
		1day \$150.00 1week \$450.00 4weeks \$1,075.00				

Open Monday through Friday 7:00 am to 5:00 PM, Closed Saturday + Sunday

Printed On Tue 6/21/2022 5:28:00AM

Software by Point-of-Rental Software www.point-of-rental.com

Modification #6

Contract-Params.SQL.rpt (10)

Current Net 10th

Please pay from this invoice.

Rental and Sales:		WA HERT:			OLYMPIA:
\$350.00		\$4.38			\$32.90
Total Amount:	\$387.28		Total Paid	\$0.00	Total Due \$387.28

360-491-4121

www.starrentals.com

360-455-0925

0/4

Modification #6

Contract-Params.SQL.rpt (10)

Open Monday through Friday 7:00 am to 5:00 PM, Closed Saturday + Sunday

Printed On Tue 6/21/2022 5:28:00AM

Software by Point-of-Rental Software www.point-of-rental.com

Print Images

Account: xxxxxx5365
Number: 2133
Check Number: 2133
Posted Date: 07/08/2022
Check Amount: 387.28
Description: Check (Regular Inclearings)
Type: Debit

OLYMPIC FLIGHT MUSEUM		Timberland Bank	2133
1000 BEN AVE. SE		6/30/2022	
Olympia, WA 98501-5707			
(360) 705-5829			
PAY TO THE ORDER OF:	Star Rentals Inc	\$ **387.28	DOLLARS
Three Hundred Eighty-Seven and 28/100*****			
Star Rentals Inc			
PO Box 3875			
Seattle, WA 98124-3875			
MEMO			
#002133* 123251707546 19010853651*			
AUTORIZED SIGNATURE		Photo Safe Deposit®	
Details on Back.			

07/07/2022 - 1 - 144
For Deposit to 67623710



for 64522

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

BANNER PERMIT AND AGREEMENT

Contact Name: Teri Thorning
Organization: Olympic Flight Museum
Address: 7637-A Old Highway 99 SE
City/State/Zip: Tumwater, WA 98501
oas@olympicflightmuseum.com

Permit Application Date: January 3, 2022
Phone Number: (360) 705-3925
Cell Number: (360) 451-0721
Email Address:

Sponsor, Name of Event, Location of Event, Description and Event Date(s): Olympic Flight Museum as host of the OLYMPIC AIR SHOW, to be held at the Olympia Regional Airport on June 18-19, 2022.

Banner Installed Date: June 7, 2022

Banner Pick-up Date: June 21, 2022

(Banners will be installed on Tuesdays for up to a two (2) week period on City-owned street banner poles located on Tumwater Boulevard. If Tuesday is a holiday, the banner will be installed the following business day. Banners must be dropped off one (1) week prior to the approved installation date and picked up the following Tuesday from the banner removal date. Banners left at the City for more than 10 days from the banner pick-up date will be discarded.)

- ☒ Permit Fee of \$300.00 is attached (payable to the City of Tumwater). If the Permit is not approved, the check will be returned. Otherwise, there will be no refunds.
- ☒ Copy of Certificate of Liability Insurance with limits no less than \$1,000,000.00 each occurrence; \$2,000,000.00 general aggregate listing the City of Tumwater, its officers, agents, employees and volunteers as additional insured is attached.
- ☒ Mock up or sample of proposed banner is attached.
- ☒ Banner meets the eligibility requirements in the Banner Policy and also meets the following physical specifications: 1) 24 to 36 feet in width (maximum width 36 feet) and 3 feet in height with approved message on one or both sides of the banner. 2) Banners must be made of 18 oz. or greater heavy duty vinyl material with sewn in hem on all sides and gusseted corners. 3) Grommets must be placed at each corner and along the top and bottom edges of the banner placed no greater than 2 feet apart. The minimum grommet size shall be ½ inch (inside measurement). 4) Wind vents must be placed in the banner and shall be 6 inch diameter semicircular slits placed 18 inches apart and not less than 6 inches from each end of the banner.

BANNER MAINTENANCE: Any defect in a banner which could cause possible injury, damage to property, or a traffic hazard will cause the banner to be removed by the City without prior notification to the organization. The City will notify the applicant as soon as possible of any damage, defect, or removal. The City of Tumwater will not be responsible for damaged or torn banners (i.e. deterioration, storms, high winds, etc.). Applicants will be responsible for all costs to repair any damage to City owned property caused by the installation, while installed, and/or removal of the banner. Applicants will be responsible for any damage to cars, pedestrians, or neighboring properties due to a defective banner.

HOLD HARMLESS AGREEMENT: The undersigned hereby makes application to the City of Tumwater (City) for hanging banners and certifies the information given in the application and supporting materials is correct. The undersigned further states that he/she has the authority to make this application and agrees to comply with all Federal, State and local regulations. The applicant agrees to indemnify, defend, and hold harmless the City or its officers, agents, employees, from any and all claims, injuries, damages, losses or suits including all costs and attorney fees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole negligence of the City or its officers, agents, or employees. The

applicant or his/her agent has examined and inspected the banner and equipment for defects and finds them fit and safe for the purpose stated above.

(Signature is required on next page)

No liability shall attach to the City by reason of entering into this agreement or issuing this permit except as expressly provided herein.

Teri Thorning

Applicant Name (Print)

Teri Thorning

Applicant Signature

1/3/2022

Date

If a City Department, please list the BARS Line that the Permit Fee will be transferred from:

APPEAL: Applicants may appeal the denial of an application by filing written notice within three (3) business days of notification of denial of permit. Appeals may be mailed to the Mayor's Office, 555 Israel Road SW, Tumwater, WA 98501.

THIS AREA IS FOR STAFF USE ONLY:

Banner will be displayed on:

Reviewed By:

Date:

Check Number:

Approved: ☐ Denied: ☐ Conditions:

Staff contacted applicant on:

If application was denied, permit fee returned on:

Not Approved Due To: ☐ Date already in use

☐ Organization/event did not meet Banner Policy Eligibility Requirements:

☐ Event Not Located in Tumwater

☐ For Commercial Advertising

☐ Organization not a Lodging Tax Funded Event, City Sponsored Event, Public School or College/University, or Public Agency



Print Images

Account: XXXXXX5365
Number:
Check Number: 2089
Posted Date: 06/01/2022
Check Amount: 300
Description: Check (Regular Inclearings)
Type: Debit

OLYMPIC FLIGHT MUSEUM		Timberland Bank	2089
1001 BROADWAY		BRANSON	
OLYMPIA, WA 98501-5707			
(360) 705-9925			
PAY TO THE ORDER OF	City of Tumwater		
Three Hundred and 00/100*****			
City of Tumwater			
555 Israel Road SW			
Tumwater, WA 98501			
MEMO			

\$ **300.00			
5/13/2022			
DOLLARS			
AUTHORIZED SIGNATURE			

1901085355			

001570020930010 MOWS2 06/31/2022
ruid: 874a071-383f-4722-bbb2-a78bae13a7f
trand: db97e97-46e3-4007-8398-421a78b746d5

001570020930010 MOWS2 06/31/2022
008650055114
FIRST CITIZENS BANK
FOR DEPOSIT ONLY
CITY OF TUMWATER
PAY TO THE ORDER OF
FIRST CITIZENS BANK
FOR DEPOSIT ONLY
CITY OF TUMWATER



Invoice # 91731
Invoice Date: 6/9/2022
Terms: Net 30
Rep: KS

Sarah Hinman
Olympic Flight Museum
7637-A Old Hwy 99 SE
Olympia, WA 98501

Sarah Hinman
Olympic Flight Museum
7637-A Old Hwy 99 SE
Olympia, WA 98501

[illegible]

Please make check payable to
Swarner Communications
Net Due 30 Days. If you prefer to receive this invoice via email
please send your request to accounting@northwestmilitary.com

Total Charges	\$500.00
Discount	
Payments Applied	
Total Balance Due by 7/9/2022	\$500.00

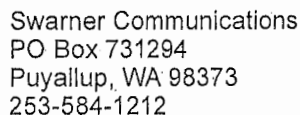
Advertising Invoice

Account # 1682

Remit Payment to:
Swarner Communications
PO Box 731294
Puyallup, WA 98373

Amount Enclosed

Advertising	
Total Balance Due by 7/9/2022	\$500.00



Invoice # 91760
Invoice Date: 6/16/2022
Terms: Net 30
Rep: KS

Sarah Hinman
Olympic Flight Museum
7637-A Old Hwy 99 SE
Olympia, WA 98501

Sarah Hinman
Olympic Flight Museum
7637-A Old Hwy 99 SE
Olympia, WA 98501

Date	Type	Description	Charge	Disc	Applied	Total
6/16/22	Sale	Ad 2x2 1-8 Units	\$500.00			\$500.00
OAS 22 - Advert.						
<u>OK</u>						
fmb						

Please make check payable to
Swarner Communications
Net Due 30 Days. If you prefer to receive this invoice via email
please send your request to accounting@northwestmilitary.com

Total Charges	\$500.00
Discount	
Payments Applied	
Total Balance Due by 7/16/2022	\$500.00

Advertising Invoice

Account # 1682

Amount Enclosed

Remit Payment to:
Swarner Communications
PO Box 731294
Puyallup, WA 98373

Advertising	
Total Balance Due by 7/16/2022	\$500.00

LTAC FILE

Day Wireless Systems
4700 SE International Way
Milwaukie OR 97222



Rental Order

#SO46210119

02/14/2022

Customer: 16980

Bill To	Ship To	Billing Information	Rental Information
16980 Olympic Flight Museum 7637-A Old Hwy 99 SE Olympia WA 98501 United States	Olympic Flight Museum 7637-A Old Hwy 99 SE Olympia WA 98501 United States	Start: 06/16/2022 End: 06/20/2022 Days: 5	PU/Delivery: 06/16/2022 Expected Return: 06/20/2022 Days: 5 PO#: Credit Card Job/Event: Olympic Air Show
Terms	Sales Rep	Contact	Delivery
COD ACCT		Teri Thorning	

Quantity	Item	Days	Billing Details	Ext. Amount
20	AAH01QDC9JA2-R CP200D UHF 16CH 4W DIGITAL CP200D UHF 16CH 4W DIGITAL Replacement Value: \$560.00	5	Days: 0 @ \$17.50 Weeks: 0 @ \$17.50 Months: 1 @ \$17.50	\$350.00
30	NNTN4497-R Battery LI-ION 2250MAH 7.5V Battery LI-ION 2250MAH 7.5V Replacement Value: \$85.00	5	\$0.00	\$0.00
20	PMMN4013-R Speaker Mic W/2 Pin RX Jack For CP Series Speaker Mic W/2 Pin RX JackFor CP Series Replacement Value: \$88.00	5	\$0.00	\$0.00
1	A14-21-R Icom VHF Airband Portable Full Keypad Icom VHF Airband PortableFull Keypad Replacement Value: \$345.00	5	Days: 0 @ \$50.00 Weeks: 0 @ \$50.00 Months: 1 @ \$50.00	\$50.00
1	POWER SUPPLY-R POWER SUPPLY-BASE STATION POWER SUPPLY-BASE STATION Replacement Value: \$182.00	5	\$0.00	\$0.00
1	MAG MOUNT W/ANT-R MAG MOUNT WITH ANTENNA MAG MOUNT WITH ANTENNA Replacement Value: \$80.00	5	\$0.00	\$0.00
3	AC/DC-6-R SIX UNIT CHARGER SIX UNIT CHARGER Replacement Value: \$479.00	5	\$0.00	\$0.00

Ship to OFM
WPS 6/16/2022

Subtotal	\$400.00
Tax Total (%)	\$37.60
Total	\$437.60

+shipping 38.29

CUSTOMER AGREES TO RENT THE EQUIPMENT DESCRIBED HEREIN ON THE PAYMENT TERMS SET FORTH AND ACKNOWLEDGES THAT THE TERMS AND CONDITIONS ON THE FINAL PAGE ARE A PART OF THIS AGREEMENT.

Customer Name	Date
	\$ 475.89

TERMS: COD ACCT. A FINANCE CHARGE of 2% per month, which is an ANNUAL PERCENTAGE RATE of 24% will be added to past due accounts. ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE.



SO46210119



Payment Receipt

Day Wireless Systems
PO Box 22169
Milwaukie OR 97269-2169
United States

Date

05/16/2022

Transaction Number

CUSTPYMT54668

Payment Method

Visa Deposit

Credit Card #

*****3715

Bill To

Olympic Flight Museum
7637-A Old Hwy 99 SE
Olympia WA 98501
United States

Date	Description	Orig. Amount	Amount Due	Discount	Applied Amount
	Day Wireless Radios Rental OAS-22 — Rental Equip. pd 5-16-2022 Teri WSA				

Unapplied Total \$437.60
Total \$437.60

Date

05/16/2022

Day Wireless Systems
PO Box 22169
Milwaukie OR 97269-2169
United States

Transaction Number
Payment Method
Credit Card #

CUSTPYMT54669
Visa Deposit
*****3715

Bill To

Olympic Flight Museum
7637-A Old Hwy 99 SE
Olympia WA 98501
United States

Date	Description	Orig. Amount	Amount Due	Discount	Applied Amount
	Day Wireless Radars Rental Shipping Only - CAS22 Rental Equip. pd 5-16-2022 Teri VISA				

Unapplied Total \$38.29
Total \$38.29



Bank of America Business Advantage
Cash Rewards

THERESA THORNING
4339 9318 6843 3715
May 05, 2022 - June 04, 2022

Cardholder Activity

Account Information

Web Address:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 660441
DALLAS, TX 75266-0441

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Account Summary

Payments and Other Credits..... \$0.00
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$819.20
Fees Charged \$0.00
Total Activity \$819.20

Credit Limit \$2,500
Credit Available \$2,500.00
Statement Closing Date 06/04/22
Days in Billing Cycle 31
Payment Due Date 06/30/22

Important Information: All finance charges for this account are assessed to the Corporate Account.

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Purchases and Other Charges				
05/17	05/16	DAY WIRELESS PORTLAND 800-503-3433 OR	24493982137026454698717	437.60
05/17	05/16	DAY WIRELESS PORTLAND 800-503-3433 OR	24493982137026454796164	38.29
05/19	05/17	TUMWATER PACK AND SHIP OLYMPIA WA	24003412138900017062878	34.75
05/19	05/17	TUMWATER PACK AND SHIP OLYMPIA WA	24003412138900017062886	60.37
05/19	05/18	USPS PO 5461490672 TUMWATER WA	24137462139001328118039	1.36
05/23	05/20	USPS PO 5461490672 TUMWATER WA	24137462141001428821330	1.56
05/26	05/25	USPS PO 5461490672 TUMWATER WA	24137462146001330073850	14.96
05/30	05/27	TUMWATER PACK AND SHIP OLYMPIA WA	24003412149900017965903	7.73
06/01	05/31	WM SUPERCENTER #3850 TUMWATER WA	24445002152400154315359	25.45
06/02	06/02	TEXACO 0306037 OLYMPIA WA	24692162153100320080405	28.66
06/02	06/02	TEXACO 0306037 OLYMPIA WA	24692162153100354326468	42.25
06/02	06/02	TEXACO 0306037 OLYMPIA WA	24692162153100354326476	55.23

00000000 00000000 00000000 4339931868433715

Account Number: 4339 9318 6843 3715
May 05, 2022 - June 04, 2022

This is not a bill. No payment is required, see company statement.

If you choose to make a payment, use this remittance slip.

Enter payment amount

\$

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

THERESA THORNING
OLYMPIC FLIGHT MUSEUM
1000 85TH AVE SE
OLYMPIA, WA 98501-5707
**ND030036

For change of address/phone number, see reverse side.

CT Publishing LLC d/b/a The Chronicle

321 N Pearl St.
Centralia, WA 98531 US
(360) 736-3311
accounting@chronline.com

The Chronicle **NISWALLY VALLEY NEWS**

The Reflector **SIGN PRO**

INVOICE

BILL TO
Olympic Flight Museum
7637-A Old Hwy 99 SE
Olympia, WA 98501

SHIP TO
Olympic Flight Museum
7637-A Old Hwy 99 SE
Olympia, WA 98501

INVOICE #
38391

DATE
05/20/2022

TERMS
Due on receipt

DUE DATE
06/25/2022

CUSTOMER NO.
8101652

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/20/2022	Website Advertising	615931 - 300X250 Color - WEB - Booster Pkg	1	500.00	500.00
05/21/2022	Advertising - Retail/Corporate/Business	615932 - 3X4 Color - Booster Pkg - 5/21, 6/11, 6/16 & 6/18	4	0.00	0.00


Booster Pkg	SUBTOTAL	500.00
	TAX	0.00
	TOTAL	500.00
	BALANCE DUE	\$500.00

0A522 - Advert.
OK to pay
TMB



Print Images

Account: xxxxxx5365
Number: 2148
Check Number: 2148
Posted Date: 07/21/2022
Check Amount: 500
Description: Memo Debit
Type: Debit

OLYMPIC FLIGHT MUSEUM 1000 88TH AVE SE OLYMPIA, WA 98512 (360) 705-3822		Timberland Bank BA-2712523	2148
PAY TO THE ORDER OF CT Publishing LLC		7/14/2022	\$ **500.00
Five Hundred and 00/100		DOLLARS	
CT PUBLISHING LLC 321 N. Pearl Street Centralia, WA 98531		AUTHORIZED SIGNATURE 	
MEMO		Photo Safe Deposit	
#002168 13325170754 1901055355			

UNDEPOSITED ITEMS

☐ CHECK BOX FOR DEBIT/REMOTE DEPOSIT

WRITE NAME OF DEPOSITOR
CT Publishing LLC
DDA xxx5470
2022-07-20 17:18
0886109204

Lisa Wenham Design
2711 Karen Frazier Rd SE
Olympia, WA 98501

Invoice

Bill To
Olympic Flight Museum

OAS22 - Advert
Advert, Branding, Soc media,
poster, program etc.
OK to pay
Int

Date	Invoice No.	P.O. Number	Terms	Project
03/03/22	2203-005		Due on receipt	2203-005 Olym...

Item	Description	Quantity	Rate	Amount
Design for Web Use	Save the date: Web Banner & FB header OAS OFM images. Add ticketing to OAS website & FB OAS Page	2	35.00	70.00
Design for Print	Poster design variations & Final	10	35.00	350.00
Design for Web Use	Advertising: L-39 Image for TV	0.25	35.00	8.75
Design for Web Use	Ticketing image	0.5	35.00	17.50
Design for Web Use	Research & install new FB live feed to OAS website	1.5	35.00	52.50
Design for Web Use	Post Poster Image as FB Post to OFM & OAS FB pages and to OAS website. Create FB header from poster	1.5	35.00	52.50
Design for Web Use	Prepare and transfer layered poster image to Corey	0.5	35.00	17.50
Design for Print	Chronicle Ads 3.91 x 6 Vertical & 300X250 Digital	1	35.00	35.00
Design for Web Use	Thurston talk ad 468x60	0.75	35.00	26.25
Design for Print	Shelton Mason Journal ad 4.84x7.6	0.5	35.00	17.50
Design for Print	Olympian 4.9x5 ad - Responsive ad 1920x600 - 300x250 - 300x600 728x90 320x50 970x250 animated	6.25	35.00	218.75
Design for Web Use	Fox 13 pull ads & create new sizes	0.75	35.00	26.25
			Subtotal	\$1,898.75
			Sales Tax (0.0%)	\$0.00
			Total	

Lisa Wenham Design
 2711 Karen Frazier Rd SE
 Olympia, WA 98501

Invoice

Bill To
Olympic Flight Museum


Date	Invoice No.	P.O. Number	Terms	Project
03/03/22	2203-005		Due on receipt	2203-005 Olym...

Item	Description	Quantity	Rate	Amount
Design for Web Use	Review Website & Google doc via phone	1.75	35.00	61.25
Design for Web Use	Continued Website revisions	3	35.00	105.00
Design for Print	Program	12	35.00	420.00
Design for Web Use	Update google doc for Social media schedule/calender. Create SCHEDULE FOR 2022 & pre schedule posts.	12	35.00	420.00
			Subtotal	\$1,898.75
			Sales Tax (0.0%)	\$0.00
			Total	\$1,898.75



Print Images

Account: XXXXXX5365
Number: 2126
Check Number: 2126
Posted Date: 07/14/2022
Check Amount: 1898.75
Description: Memo Debit
Type: Debit

OLYMPIC FLIGHT MUSEUM 1000 8th Ave SE Olympia, WA 98501-5707 (360) 725-5925		Timberland Bank 6/30/2022	2126
PAY TO THE ORDER OF Lisa Wenham		\$ 1,898.75	DOLLARS
One Thousand Eight Hundred Ninety-Eight and 75/100			
2711 Karen Frazier Rd SE Olympia, WA 98501			
MEMO			
#002126# #355170754# 1901055355#			
			
AUTHORIZED SIGNATURE			
Outside on Back.			
Photo Self Deposit			

Security features protect against counterfeit and include:

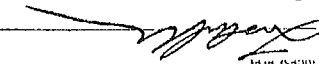
- Watermark: A portrait of George Washington is visible when held up to the light.
- Color Shifting Ink: The numbers 1898.75 change color when viewed from different angles.
- Microprint: A fine line of tiny "P" characters forms the words "Timberland Bank" around the perimeter.
- Security Thread: A continuous thread is woven into the paper.
- Hologram: A circular emblem with a tree and the words "Timberland Bank" is visible when viewed from different angles.
- UV Features: The words "Timberland Bank" and the number "2126" are visible under ultraviolet light.

Timberland Bank
Credit Union
P.O. Box 718
07/12/22-01:20:54
21510920
CREDITED TO THE
ACCOUNT OF WITHIN
NAMED DATE
07/13/2022 402905913
R0051.B0027 S009240
325181015 Timberland Bank
R0051.B0027 S009240

WRITE NAME OF FINANCIAL INSTITUTION ON BACK

☐ CHECK BOX FOR MOBILE REMOTE DEPOSIT

for mobile deposit to Timberland Bank



REMIER BROADCASTERS, INC.
133 KRESKY ROAD
CENTRALIA, WA 98531
60)736-1355

KITI-FM & K263BS-FM & KITI-AM INVOICE

OrderID: 2824-001

Sponsor: Olympic Flight Museum
Product: Olympic Flight Museum
Estimate/PO:

AccountRep: Kari Driver

BillingCycle: Calendar Month

InvoiceType: Times/Rates

Run Dates: 6/6/2022 - 6/19/2022

Items Ordered: 52

Ordered Amount: \$350.00

NORTHWEST HELICOPTERS
1000 85TH AVENUE SE
OLYMPIA, WASHINGTON 98501
Scheduled Station(s): KITI-AM & K263BS-FM / KITI-FM
Olympic Flight Museum

Printed 5/12/2022 3:19:07 PM

Page 1

Run Dates	Run Weeks	Run Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Total	Length	Description	Avail Type	Copy ID	Qty	Item Cost	Total Cost
6/6/2022 - 6/12/2022	All Weeks	06:00 AM - 10:00 AM	1	1	1	1	1	1	1	5	:30	Spot	2800		5	30.00	150.00
6/15/2022 - 6/18/2022	All Weeks	06:00 PM - 06:00 PM			1	1	1	1		4	:30	Spot	2800		4	30.00	120.00
6/18/2022 - 6/19/2022	All Weeks	10:00 AM - 03:00 PM						1	1	2	:30	Spot	2800		2	30.00	60.00
6/13/2022 - 6/13/2022	All Weeks	03:00 PM - 06:00 PM	1							1	:30	Spot	2800		1	20.00	20.00
6/6/2022 - 6/19/2022	All Weeks	10:00 AM - 03:00 PM	1	1	1	1	1	1	1	7	:30	No-Charge	2800		14	0.00	0.00

Calendar Month Projected Billing:

Apr-22	0.00	May-22	0.00	Jun-22	350.00	Q2-2022	350.00
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ORDER CONFIRMATION

Accepted by

ITI-AM/FM DOES NOT DISCRIMINATE IN ADVERTISING CONTRACTS ON THE BASIS OF RACE OR ETHNICITY.
ITI-AM/KITI-FM DOES NOT DISCRIMINATE IN ADVERTISING CONTRACTS ON THE BASIS OF RACE OR ETHNICITY.

PURCHASE ORDER

Customer: Olympic Flight Museum
 Bill To: Northwest Helicopters
 Address: 1000 85th Ave. SE
 City: Olympia St: WA
 Zip: 98501
 Tel: 360-754-7200
 Fax:
 Contact: Kyle Baxter
 Rep: Kari Driver

PRODUCT CODE: 104/118 Date: 2/25/22
 RATE CARD #: Freq:

AGENCY: NO
 LOGGED AS: Olympic Flight Museum

START DATE: 6/6/22 Day: Wed
 END DATE: 6/19/22 Day: Sun

☒ NEW ☐ AFF ☒ STANDARD
☐ CO-OP ☐ SCRIPT ☐ CALANDER

☒ COMBO ☒ LOCAL
☐ KIT ☐ REGIONAL
☒ LIVE 95 ☐ NATIONAL
☐ TRADE

Sent to Derek [] Matt []
 Production sent to: Kelsay []

BEG DATE	END DATE	MON	TUE	WED	THU	FRI	SAT	SUN	PER WEEK	BEG TIME	END TIME	LENGTH	CART NO	RATE	Per Week
6/6	6/12	1	1	1	1	1			5	6a	10a	30		\$30.00	\$ 150.00
6/13	6/18			1	1	1	1		4	3p	6p	30		\$30.00	\$ 120.00
6/18	6/19						1	1	2	10a	3p	30		\$30.00	\$ 60.00
6/13	6/13	1							1	3p	6p	30		\$20.00	\$ 20.00
6/6	6/12	1	1	1	1	1	1	1	7	10a	3p	30		bonus	#VALUE!
6/13	6/19	1	1	1	1	1	1	1	7	10a	3p	30		bonus	#VALUE!
									0						\$ -
									0						\$ -
									0						\$ -
									0						\$ -
									0						\$ -
									0						\$ -
									0						\$ -
									0						\$ -
TOTALS		4	3	4	4	4	4	3	26						

Number Of Weeks: 1
 TOTAL: \$ 350.00

Jan	Feb	Mar	April	May	Jun
					\$ 350.00
Jul	Aug	Sep	Oct	Nov	Dec

I approve this purchase order. I understand I am responsible for payment, and in the event of default, I agree to pay call costs to collect any amount due.

Name: Title:

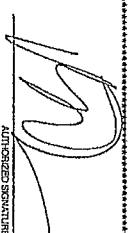
Accepted: Date:

Sponsor/Buyer



Print Images

Account: XXXXXX5365
Number:
Check Number: 2100
Posted Date: 06/14/2022
Check Amount: 350
Description: Check (Regular Inclearings)
Type: Debit

OLYMPIC FLIGHT MUSEUM 1000 6th Ave SE Olympia WA 98501 (360) 705-3925		Timberland Bank 6/3/2022
PAY TO THE ORDER OF: PREMIER BROADCASTERS, INC. Three Hundred Fifty and 00/100***** PREMIER BROADCASTERS, INC 1133 KRESKY ROAD CENTRALIA, WA 98531		2100 \$ **350.00 DOLLARS
MEMO		 AUTHORIZED SIGNATURE
⑈002100⑈ ⑈32517095⑈ 1901055355⑈		Details on Back

0003659159

Pay to the order of
Security State Bank
For Deposit Only
Premier Broadcasters Inc.
0104945370

☐ CHECK FOR PAYEE REMOTE DEPOSIT
AT REMITTING BANK. L. WITHDRAWAL ONLY

>125100607<
Security State BK 003
002100607
002100607
Batch 327246861



ThurstonTalk Inc.
2962 Limited Lane NW
Olympia, WA 98502 US
(360)482-1671
billing@thurstontalk.com

BILL TO

Teri Thorning
Olympic Flight Museum
7637-A Old Highway 99 SE
Olympia, WA 98501

17135

DATE 06/20/2022 TERMS Due upon receipt

DUE DATE 06/21/2022

ACTIVITY	QTY	RATE	AMOUNT
Banner Ad Banner Ad up for up to 45 days prior to the event	1	775.00	775.00
Trade Sponsorship Trade	1	-650.00	-650.00

Thank you for being part of our community.

TOTAL DUE

\$125.00

OAS22-Advert.
OK
fmc

If your organization has been impacted negatively by the COVID-19 pandemic, please contact us. We are here to assist. Stay safe during this very challenging time.

360-482-1671 M-F (9-4)

Print Images

ClarkCountyTalk Inc.
2962 Limited Lane NW
Olympia, WA 98502 US
billing@clarkcountytalk.com
www.clarkcountytalk.com



INVOICE

BILL TO

Teri Thorning
Olympic Flight Museum
7637-A Old Highway 99 SE
Olympia, WA 98501

INVOICE # 1045**DATE** 06/20/2022**DUE DATE** 06/20/2022**TERMS** Due on receipt

DESCRIPTION	QTY	RATE	AMOUNT
Banner Ad	1	775.00	775.00
Banner Ad up for up to 45 days prior to the event			
Trade	1	-650.00	-650.00
Event Sponsorship			

BALANCE DUE**\$125.00**

OAS 22-Advert.
OK
fnt

Print Images



**SouthSound
TALK**

SouthSoundTalk Inc.
2962 Limited Lane NW
Olympia, WA 98502
(360)482-1671
billing@southsoundtalk.com
http://southsoundtalk.com

INVOICE

BILL TO

Teri Thorning
Olympic Flight Museum
7637-A Old Highway 99 SE
Olympia, WA 98501

INVOICE # 2271**DATE** 06/20/2022**DUE DATE** 06/20/2022**TERMS** Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Banner Ad Banner Ad up for up to 45 days prior to the event	1	775.00	775.00
Trade Sponsorship Trade	1	-650.00	-650.00

Thank you for being part of our community.

BALANCE DUE

\$125.00

*OAS22-Advert.
OK
tmt*

If your organization has been impacted negatively by the COVID-19 pandemic, please contact us. We are here to assist. Stay safe during this very challenging time.
360-482-1671 M-F (9-4)

Print Images

Account: xxxxxx5365
 Number: 2132
 Check Number: 2132
 Posted Date: 07/08/2022
 Check Amount: 125
 Description: Check (Regular Inclearings)
 Type: Debit

OLYMPIC FLIGHT MUSEUM
 1000 85th AVE. SE
 Olympia, WA 98501-5707
 (360) 785-5925

Timberland Bank
 10-07-2021

6/30/2022

PAY TO THE ORDER OF SouthSoundTalk Inc.
 One Hundred Twenty-Five and 00/100

SouthSoundTalk Inc.
 2952 United Lane NW
 Olympia, WA 98502

MEMO

\$ 125.00

DOLLARS

ANCHOR SIGNATURE

Details on Back. Photo Safe Deposit®

07/07/2022 15:09 MURPHERA 629567000637 KeyBank NA >021300077< DEP

Credited to the account of the payee.

ANCHOR SIGNATURE

Remit To:

CELEBRATIONS and EVENTS
PO BOX 8940
LACEY, WA 98509
www.celebrationsstore.com

Invoice

Closed	Invoice#
Mon 6/20/2022	215237

Customer #: 20061

Job Descr: MDG/TERI

OLYMPIC FLIGHT MUSEUM
7637-A OLD HIGHWAY 99 SE
OLYMPIA, WA 98501

Date Out Thu 6/16/2022

OAS22 - Rental Equip.
OK to pay
Int

Terms	Aging Date
On Account	Mon 6/20/2022

CUSTOMER PICK UP AND DROP OFF TIMES ARE MON - FRI 8:00 - 5:00 AND SAT 8:00 - 3:30

Qty	Item#	Items	Each	Status	Event End Date	Price
15	13752	30" BISTRO TABLE, PLYWOOD TOP	\$11.25	Returned	Mon 6/20/2022 4:08PM	\$168.75
15	5932	42" LEGS COCKTAIL BISTRO (COMP)	\$0.00	Returned	Mon 6/20/2022 4:08PM	\$0.00
10	542	6' RECTANGLE TABLE, PLYWOOD TOP	\$10.80	Returned	Mon 6/20/2022 4:08PM	\$108.00
		HANGER VENDORS				
5	11476	8' RECTANGLE TABLE, PLASTIC TOP	\$11.25	Returned	Mon 6/20/2022 4:08PM	\$56.25
		PILOTS LOUNGE				
17	11699	6' RECTANGLE TABLE, PLASTIC TOP	\$10.80	Returned	Mon 6/20/2022 4:08PM	\$183.60
		FOOD COURT				
200	14299	CHAIR, DINING WHITE ALUMINUM	\$1.80	Returned	Mon 6/20/2022 4:08PM	\$360.00
1	4876	20' X 30' TENT	\$415.80	Returned	Mon 6/20/2022 4:08PM	\$415.80
		BEER GARDEN				
		****NON-REFUNDABLE ITEM****ADVANCE PAYMENT REQUIRED****NO REFUNDS****				
1	11249	TENT CANCELLATION POLICY	\$0.00	Returned	Mon 6/20/2022 4:08PM	\$0.00
12	5950	TENT WEIGHTS, LARGE	\$4.95	Returned	Mon 6/20/2022 4:08PM	\$59.40
1	5627	20' X 20' TENT	\$299.70	Returned	Mon 6/20/2022 4:08PM	\$299.70
		ENTRANCE TENT				
		****NON-REFUNDABLE ITEM****ADVANCE PAYMENT REQUIRED****NO REFUNDS****				
1	11249	TENT CANCELLATION POLICY	\$0.00	Returned	Mon 6/20/2022 4:08PM	\$0.00
10	5950	TENT WEIGHTS, LARGE	\$4.95	Returned	Mon 6/20/2022 4:08PM	\$49.50
1	15070	10' X 10' TENT, HIGH PEAK STYLE	\$77.40	Returned	Mon 6/20/2022 4:08PM	\$77.40
		FAA TENT				
		****NON-REFUNDABLE ITEM****ADVANCE PAYMENT REQUIRED****NO REFUNDS****				
1	15067	MAST SET, 10 X 10 PEAK, (COMP)	\$0.00	Returned	Mon 6/20/2022 4:08PM	\$0.00
1	15066	CABLE SET, PEAK, 10X10 (2)	\$0.00	Returned	Mon 6/20/2022 4:08PM	\$0.00
4	15028	TENT WEIGHT, SMALL	\$2.70	Returned	Mon 6/20/2022 4:08PM	\$10.80
1	5352	10' X 20' TENT	\$159.30	Returned	Mon 6/20/2022 4:08PM	\$159.30
		SOUND TENT				
		****NON-REFUNDABLE ITEM****ADVANCE PAYMENT REQUIRED****NO REFUNDS****				
1	11249	TENT CANCELLATION POLICY	\$0.00	Returned	Mon 6/20/2022 4:08PM	\$0.00
12	5950	TENT WEIGHTS, LARGE	\$4.95	Returned	Mon 6/20/2022 4:08PM	\$59.40
20	1960	7' WINDOW SIDEWALL, 20' SECTION	\$1.305	Returned	Mon 6/20/2022 4:08PM	\$26.10
		SOUND TENT				
		****NON-REFUNDABLE ITEM****ADVANCE PAYMENT REQUIRED****NO REFUNDS****				
10	14929	7' WINDOW SIDEWALL, 10' SECTION	\$1.305	Returned	Mon 6/20/2022 4:08PM	\$13.05
		SOUND TENT				
		****NON-REFUNDABLE ITEM****ADVANCE PAYMENT REQUIRED****NO REFUNDS****				

SHOW ROOM HOURS: Mon-Fri 7:30-5:30 Sat 8:00-4:00 Closed Sunday

Printed On Mon 6/20/2022 4:10:34PM

Software by Point-of-Rental Software www.point-of-rental.com

Modification #9
Contract-Params.rpt (8)

Qty	Item#	Items	Each	Status	Event End Date	Price
1	649	DEL & P/U ZONE 1	\$80.00	Sold		\$80.00
		MAIN DELIVERY THURSDAY				
1	14217	FUEL SURCHARGE - DELIVERY	\$10.00	Sold		\$10.00
1	1616	DELIVERY ONLY	\$45.00	Sold		\$45.00
		FRIDAY 6/17 DELIVERY/SETUP FAA TENT, SOUND TENT, AND BEER GARDEN				
1	16210	TIME SPECIFIC FEE	\$100.00	Sold		\$100.00
		Begin at: Sun 6/19/2022 5:00:00PM				
		DELIVERY AFTER 5PM FRIDAY				
1	4187	BEFORE/AFTER STORE HOURS FEE	\$100.00	Sold		\$100.00
		SETUP AFTER 5PM SUNDAY				
1	1617	PICKUP ONLY	\$45.00	Sold		\$45.00
		PICKUP REST OF TENTS MONDAY 8-5				
1	11240	TENT SET UP FEE	\$75.00	Sold		\$75.00
		Begin at: Fri 6/17/2022 8:00:00AM				
1	11240	TENT SET UP FEE	\$75.00	Sold		\$75.00
		Begin at: Thu 6/16/2022 8:00:00AM				
1	11257	TENT SET UP FEE	\$30.00	Sold		\$30.00
		Begin at: Fri 6/17/2022 8:00:00AM				
1	11257	TENT SET UP FEE	\$30.00	Sold		\$30.00
		Begin at: Fri 6/17/2022 8:00:00AM				
1	11257	TENT SET UP FEE	\$30.00	Sold		\$30.00
		Begin at: Fri 6/17/2022 8:00:00AM				

Delivery Thu 6/16/2022 8:00AM - 5:00PM

TERRI THORNING 360-451-0721
 OLYMPIC FLIGHT MUSEUM
 7637 OLD HIGHWAY 99 SE
 Olympia, WA 98501

Pickup Mon 6/20/2022 8:00AM - 5:00PM

TERRI THORNING 360-451-0721
 OLYMPIC FLIGHT MUSEUM
 7637 OLD HIGHWAY 99 SE
 Olympia, WA 98501

LOCATION FOR DROP OFF?: HANGAR
 MAIN SETUP AND TAKEDOWN THURS/MON
 FAA, SOUND, BEER TENTS SETUP FRIDAY
 FAA, SOUND TENTS TAKEDOWN AFTR HRS SUNDAY 5-7

SOUND TENT - WEIGHTS & TIE TO TRAILER LOCATION FOR DROP OFF?: HANGAR

THURSDAY-MAIN SETUP FOR MOST TENTS 8-5PM

FRIDAY-FAA AND SOUND TENT SETUP-BEER GARDEN TENT SETUP FRIDAY TBA-TRAILER HAS TO BE IN PLACE

SUNDAY-FAA AND SOUND TENT ONLY TAKEDOWN AFTER 5PM

MONDAY-PICKUP REST OF TENTS INCLUDING BEER GARDEN 8-5PM-FRONT GATE

Current On Account

Please remit payment to: PO BOX 8940 LACEY, WA 98509

Rental and Sales:			Damage Waiver:	Subtotal:	3406 TUMWATER:
\$2,894.50			\$169.62	\$2,836.67	\$0.00

Total Amount:	\$3,064.12	Discount:	\$227.45	Total Paid	\$0.00	Total Due	\$2,836.67
---------------	------------	-----------	----------	------------	--------	-----------	------------

360-754-7368

www.celebrationsstore.com

360-754-7369

Signature:**OLYMPIC FLIGHT MUSEUM**

Remit To:

CELEBRATIONS and EVENTS
PO BOX 8940
LACEY, WA 98509
www.celebrationsstore.com

Invoice

Closed	Invoice#
Mon 6/20/2022	215238

Customer #: 20061

OLYMPIC FLIGHT MUSEUM
7637-A OLD HIGHWAY 99 SE
OLYMPIA, WA 98501

Job Descr: MDG/TERI

Date Out Fri 6/17/2022

0AS22-Rental Equip.
(Big Tent & Chairs)
OK to pay.
fnt

Terms	Aging Date
On Account	Mon 6/20/2022

CUSTOMER PICK UP AND DROP OFF TIMES ARE MON - FRI 8:00 - 5:00 AND SAT 8:00 - 3:30

Qty	Item#	Items	Each	Status	Event End Date	Price
250	14299	CHAIR, DINING WHITE ALUMINUM	\$1.80	Returned	Mon 6/20/2022 4:08PM	\$450.00
1	14258	30' X 80' TENT	\$1,741.50	Returned	Mon 6/20/2022 4:08PM	\$1,741.50
		****NON-REFUNDABLE ITEM****ADVANCE PAYMENT REQUIRED****NO REFUNDS****				
20	5950	TENT WEIGHTS, LARGE	\$4.95	Returned	Mon 6/20/2022 4:08PM	\$99.00
1	649	DEL & P/U ZONE 1	\$80.00	Sold		\$80.00
1	14217	FUEL SURCHARGE - DELIVERY	\$10.00	Sold		\$10.00
1	14467	TENT SET UP FEE	\$150.00	Sold		\$150.00
Begin at: Fri 6/17/2022 8:00:00AM						

Delivery Fri 6/17/2022 8:00AM - 5:00PM

TERI 360-451-0721
OLYMPIC FLIGHT MUSEUM
7637-A OLD HIGHWAY 99 SE
OLYMPIA, WA 98501

Pickup Mon 6/20/2022 8:00AM - 5:00PM

TERI 360-451-0721
OLYMPIC FLIGHT MUSEUM
7637-A OLD HIGHWAY 99 SE
OLYMPIA, WA 98501

STAKES OR WEIGHTS?: W

Current On Account

Please remit payment to: PO BOX 8940 LACEY, WA 98509

Rental and Sales:					3406 TUMWATER:
\$2,785.00					\$0.00
Total Amount:	\$2,785.00	Discount:	\$254.50	Total Paid	\$0.00
				Total Due	\$2,530.50

360-764-7368

www.celebrationsstore.com

360-764-7369

Signature:

OLYMPIC FLIGHT MUSEUM

W ROOM HOURS: Mon-Fri 7:30-5:30 Sat 8:00-4:00 Closed Sunday

On Mon 6/20/2022 4:08:38PM


Software by Point-of-Rental Software www.point-of-rental.com

Modification #4
Contract-Params.rpt (8)



Print Images

Account: xxxxxx5365
Number:
Check Number: 2120
Posted Date: 07/19/2022
Check Amount: 5367.17
Description: Memo Debit
Type: Debit

OLYMPIC FLIGHT MUSEUM 1000 88th AVE SE Burien, WA 98148 (206) 745-5825	Timberland Bank CLEARSTAMP	2120
PAY TO THE ORDER OF Celebrations	6/30/2022	
Five Thousand Three Hundred Sixty-Seven and 17/100	\$ 5,367.17	DOLLARS
PO Box 8940 Lacey, WA 98509		
MEMO	AUTHORIZED SIGNATURE	
⑈002120⑈ ⑆325170754⑆ ⑈901055365⑈		

THURSTON FIRST BANK
FOR DEPOSIT ONLY
CELEBRATIONS & EVENTS, INC.
⑆011710088⑆
⑆0002⑆ 071822 ⑆125106887⑆
7599065365
THURSTON FIRST BANK
PO BOX 1000
LACEY, WA 98509

PAY TO THE ORDER OF
CELEBRATIONS & EVENTS, INC.
⑆011710088⑆
⑆0002⑆ 071822 ⑆125106887⑆
7599065365
THURSTON FIRST BANK
PO BOX 1000
LACEY, WA 98509

Print NW

9914 32nd Ave S
Lakewood, WA 98499
Phone: (253) 284-2300 ext. 603
Fax: (253) 214-3997
Email: billing@printnw.net

INVOICE

Ship To:

Olympic Flight Museum
Teri Thorning
6528 Capitol Blvd SE suite D
Bldg A
Tumwater, WA 98501

Bill To:

Olympic Flight Museum
Teri Thorning
7637 Old Highway 99 E
Bldg A
Olympia, WA 98501

Attn: Teri Thorning

Account #	OLY763
Job #	D347723
Method	EMAIL
Terms	Net 30 Days
Due Date	5/27/22

Invoice #	D34772301
Invoice Date	4/27/22
Ship Via	PrintNW Sales Delivery (Pri
Date Shipped	4/26/22
Salesperson	Kevin Harris
PO #	
Reference #	
Cost Center	
Ordered By	

Quantity	Description	Unit Price	UM	Amount
600	2022 Olympic Air Show Posters	317.3100	Lot	317.31
<p>OAS22-Advert.</p> <p>OK</p> <p>mt</p>				

Thank you for your business!

COC Certified products are sold pursuant to: FSC: RA-COC-002009
SFI Certified Sourcing PwC-SFICoC-519

Please Note: There will be a 1.5% (\$10 Minimum) monthly charge on all past due invoices.

Subtotal
Tumwater-Thurston Co

317.31
29.83

Total Due

\$347.14

Print Images

Print NW

Ship To:

Olympic Flight Museum
Teri Thorning
7637 Old Highway 99 E
Bldg A
Olympia, WA 98501

Bill To:


Olympic Flight Museum
Teri Thorning
7637-A Old Highway 99 SE
Olympia, WA 98501

9914 32nd Ave S
Lakewood, WA 98499
Phone: (253) 284-2300 ext. 603
Fax: (253) 214-3997
Email: billing@printnw.net

INVOICE

Invoice #	35146101
Invoice Date	6/17/22
Ship Via	PrintNW Our Truck - FI
Date Shipped	6/16/22
Salesperson	Kevin Harris
PO #	
Reference #	
Cost Center	
Ordered By	

Account #	OLY763
Job #	351461
Method	EMAIL
Terms	Net 30 Days
Due Date	7/17/22

Quantity	Description	Unit Price	UM	Amount
2,100	2022 Olympic Air Show Programs  OAS22-Advert. (program printing) OK tmt	2,938.4400	Lot	2,938.44
Thank you for your business!				
COC Certified products are sold pursuant to: FSC: RA-COC-002009 SFI Certified Sourcing PwC-SFICoC-519				
Please Note: There will be a 1.5% (\$10 Minimum) monthly charge on all past due invoices.				
Subtotal Tumwater-Thurston Co				✓ 2,938.44 276.21
Total Due				\$3,214.65



Pay Here

You can now pay your invoices online with checking account information (ACH) or Visa, Mastercard, AMEX.

Visit <http://pay.printnw.rocks>



Customer Code OLY763
Invoice Number 35146101
Invoice Date 6/17/22
Invoice Amount \$3,214.65

Amount Paid



Print Images

Account: XXXXX5365
Number:
Check Number: 2128
Posted Date: 07/08/2022
Check Amount: 3214.65
Description: Check (Regular Inclearings)
Type: Debit

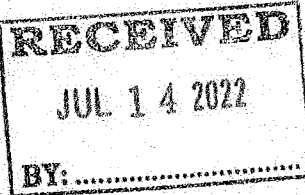
PAY TO THE ORDER OF: Print N.W.		Timberland Bank NATION	
Three Thousand Two Hundred Fourteen and 65/100		2128	
Print N.W. 8914 32nd Ave. S Lakewood, WA 98499		6/30/2022	
MEMO		\$ 3,214.65	
AUTHORIZED SIGNATURE		DOLLARS	
⑈002128⑈ ⑈325170754⑈ 1901065365⑈		Photo Safe Deposit®	
Details on Back.			

For Deposit Only - JPMC

Statement

TO

Olympic Flight Museum
7637-A Old Hwy 99 Se
Olympia, WA 98501


STATEMENT NO. 2662

DATE 06/30/2022

TOTAL DUE \$312.00

ENCLOSED

DATE	DESCRIPTION	AMOUNT	BALANCE
05/31/2022	Balance Forward		0.00

06/09/2022	Invoice #113877 --- 06/09/2022 Display Advertising, full color Shelton-Mason County Journal & Belfair Herald Olympic Air Show 3 columns x 8" - Quarter Page - special pricing 6/9/2022, page 8 = \$312.00	312.00	312.00
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Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
312.00	0.00	0.00	0.00	0.00	\$312.00

Print Images

Account Number: XXXXXX5365
Check Number: 2158
Posted Date: 07/29/2022
Check Amount: 312
Description: Memo Debit
Type: Debit

<p>OLYMPIC FLIGHT MUSEUM 1000 PENNSULA Olympia, WA 98501-5707 (360) 705-3825</p>	<p>Timberland Bank #00000001</p>
<p>PAY TO THE ORDER OF Shelton-Mason County Journal</p>	<p>2158 7/21/2022 \$ 312.00 DOLLARS</p>
<p>Three Hundred Twelve and 00/100 Shelton-Mason County Journal 227 W. Cedar St. PO Box 430 Shelton, WA 98584-0430</p>	<p>APPROVED SIGNATURE</p>
<p>MEMO</p>	<p>*002158* *325170754* 1901065365*</p>

<p>>325182344< 0001 72-420358188 07/28/2022 - 19:46:30</p>	<p>72/12/28 132</p>
<p>PAY TO THE ORDER OF PENINSULA COMMUNITY FEDERAL CREDIT UNION 325182344 FOR DEPOSIT ONLY SHELTON-MASON COUNTY JOURNAL 789026265627 THE FIRST NATIONAL BANK OF WASHINGTON</p>	<p>Photo Safe Deposit Details on Back</p>

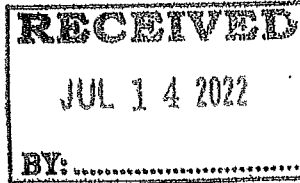


HAROLD LEMAY ENTERPRISES, INC
A WASTE CONNECTIONS COMPANY
2910 HOGUM BAY RD NE
OLYMPIA WA 98516-3133
DISTRICT NO. 2183

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
BILLING PERIOD

2183-550586-001
15642674S183
07/01/22
07/25/22
06/01/22 - 06/30/22

OLYMPIC FLIGHT MUSEUM
AIR SHOW
7637 OLD HIGHWAY 99 SE # A
TUMWATER WA 98501



FOR ASSISTANCE
Customer Service
Or Toll Free
One Time Payments

1-360-923-0111
1-866-923-0111
855-569-2719

INVOICE STATEMENT

Date	Description	Amount
	Service Location Acct #550586-001	
	Olympic Flight Museum 7637 Old Highway 99 Se #A	
06/17/22	Delivery Fee 30 Yd Temp - 3061184	1 Each \$ 80.39
06/17/22	Delivery Fee 30 Yd Temp - 3114134	1 Each \$ 80.39
06/20/22	Disposal Charge - Ro 6842535	1.41 \$ 168.00
06/20/22	Final Pull 30 Yd Temp - R 3061185	1 Each \$ 125.40
06/20/22	Final Pull 30 Yd Temp - R 3114187	1 Each \$ 125.40
06/20/22	Lid Charge - Ro 3061185	4 Each \$ 2.56
06/20/22	Lid Charge - Ro 3114187	4 Each \$ 2.56
06/20/22	Mileage Fee - Ro 3114187	9 Each \$ 31.95
06/20/22	Mileage Fee - Ro 3061185	9 Each \$ 31.95
06/20/22	Rental Fee 30 Yd Temp - R 3061185	4 Each \$ 17.52
06/20/22	Rental Fee 30 Yd Temp - R 3114187	4 Each \$ 17.52
	3.6% Wa State Refuse Tax	\$ 17.55

Please remit to the address below and return your remit stub with your payment.



HAROLD LEMAY ENTERPRISES, INC
A WASTE CONNECTIONS COMPANY
2910 HOGUM BAY RD NE
OLYMPIA WA 98516-3133

-- 01 000032 52455 H 1 A797



OLYMPIC FLIGHT MUSEUM
AIR SHOW
7637 OLD HIGHWAY 99 SE # A
TUMWATER WA 98501

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
PAY THIS AMOUNT

2183-550586-001
15642674S183
07/01/22
07/25/22
\$748.87

WRITE IN
AMOUNT
PAID

\$

☐ TO CHANGE ADDRESS

Check here and complete the information on the reverse side.

MAIL PAYMENT TO:
PACIFIC DISPOSAL
HAROLD LEMAY ENTERPRISES, INC
PO BOX 7428
PASADENA CA 91109-7428



000032 1/2

6 ENV

HAROLD LEMAY ENTERPRISES, INC
A WASTE CONNECTIONS COMPANY
2910 HOGUM BAY RD NE
OLYMPIA WA 98516-3133
DISTRICT NO. 2183

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
BILLING PERIOD

2183-550586-001
15642674\$183
07/01/22
07/25/22
06/01/22 - 06/30/22

OLYMPIC FLIGHT MUSEUM
AIR SHOW
7837 OLD HIGHWAY 99 SE # A
TUMWATER WA 98501

INVOICE STATEMENT (continued)

Date	Description	Amount
	6% City Utility Tax	\$ 29.26
	9.4% Wa State Sales Tax	\$ 18.42
	Current Charges And Fees	\$ 748.87
	Total Due	\$ 748.87

****PLEASE NOTE: IF YOU HAVE PREVIOUS CHARGES THEY ARE DUE IMMEDIATELY.****

Your account will become delinquent if payment in full is not received by the due date listed at the top of your bill. Late fees of 1% of the unpaid balance or \$1.00 will be assessed on delinquent accounts. If your account has been stopped for non-payment, please contact the office to restart your service. Reinstatement and or redelivery fees may apply. Our office is open Monday-Friday, 8:00AM to 5:00PM, excluding holidays. Our drivers work all holidays with the exception of Christmas Day and New Years Day. Please visit our web page for more information on holiday schedules at <http://thurston.lemayinc.com>.

If you have a credit balance on your account of more than \$5.00 you have the option to apply this credit to your next bill, or you may request a refund. Credit balances of \$5.00 or less will be applied to your next bill. Please contact our office if you want to request a refund of your credit balance in excess of \$5.00.

Given the ongoing challenges resulting from the COVID-19 pandemic and widespread related staffing issues, many of our suppliers are experiencing supply shortages, delays in production, delays in service and delays in delivery. To ensure your timely receipt of bills, consider enrolling on our website, <https://wocustomer.com> to view and pay your invoices. You can continue to get paper bills or you can also choose to go paperless (receive an email that a new bill is available to view). You can also choose to set up recurring payments so you don't have to worry about paying your bills on time.

**Change of
Billing Address**

Name _____
Street Address _____
City _____ State _____ Zip _____
Phone () _____

Pay/View Your Bill On-Line!

Enroll for Waste Connections eBilling by logging into <http://www.wocustomer.com> and select On-Line Bill Pay. Sign up by entering your account information exactly as it shows on the remittance portion of your bill.

Once enrolled, you can view your bills on line, get email notification when a new invoice arrives, make a one time payment or sign up for recurring payments.

If you have any questions, please feel free to call us at the number at the top of your invoice.



HAROLD LEMAY ENTERPRISES, INC
A WASTE CONNECTIONS COMPANY
2910 HOGUM BAY RD NE
OLYMPIA WA 98516-3133
DISTRICT NO. 2183

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
BILLING PERIOD

2183-550586-001
15042674S183
07/01/22
07/25/22
06/01/22 - 06/30/22

OLYMPIC FLIGHT MUSEUM
AIR SHOW
7637 OLD HIGHWAY 99 SE # A
TUMWATER WA 98501

VIEW/PAY YOUR BILL ONLINE!

* Make payments * Set up recurring payments *

* Access your account 24/7 * Go paperless * View Statements *

* It's FREE! There is no charge to view or pay your bill on our website *

Go to <https://www.wcicustomer.com> and follow the online bill pay prompts to enroll today or
call 1-855-669-2719 to make a payment through our interactive voice service with no extra fee.

Beware of online bill pay websites that may appear to be affiliated with Waste Connections but are not. Doxo.com is one such website that allows customers to pay their bills and often charges a fee for the service. As they are not affiliated with Waste Connections, we cannot control fees they may charge or when they will send us your payment. This could result in a late fee or service interruption. In order to ensure that you are paying your waste services bill directly, please visit our online bill pay at <https://www.wcicustomer.com>. As always, our website is free to use.

000032 2/2



Pacific Stage

AUDIO VISUAL LIVE

Invoice 2-32542

Process Dates: Client Order 03-28-2022, Confirmation/1st Draft 04-20-2022, Invoiced 06-21-2022
 Contractor: Olympic Flight Museum 360-705-3925
 Event: 2022 Air Show
 Contact: Jeff Johnson 360-754-0527 carmaz10@q.com
 Jeff's cell 360-259-5292
 Teri Thorning teri.thorning@olympicflightmuseum.com
 Contractor Address: 7637-A Old Olympic Hwy 99 SE, Olympia, WA 98501
 Engagement Address: Olympic Flight Museum

4 Day Rental Package for 2022 Air Show

Note: We sold our old Mackie 450s. We use JBL and QSC speaker only. They are lighter and over twice the power.

10 QSC/JBL 1,000-watt powered speakers (10 x 110.00)	1,100.00
01 Presonus 16 Microphone Channel digital audio mixer (2-day rate/2 x 90.00)	180.00
03 speaker stands	N/C
01 Shure Digital 1/2 Wave Wireless Belt Pack transmitter & receiver (2-day rate 2 x 75.00)	150.00
01 Shure Digital 1/2 Wave Wireless Handheld microphone/transmitter & receiver (2-day rate 2 x 75.00)	150.00
01 Sennheiser 1/4 Wave Wireless Handheld microphone/transmitter & receiver (2-day rate 2 x 45.00)	90.00

XLR Cord Package	50.00
09 Short 6' - 8'XLR, 02 25'XLR, 02 35'XLR, 01 50'XLR, 05 75'XLR	
AC Cord Package	50.00
01 100' 10-gauge AC, 01 quad-box, 02 power-strips	
Any additional cable requests at no charge	

RENTAL SUB-TOTAL 1,870.00

Delivery Charge \$50.00	Set-Up Charge N/C	Return Charge \$50.00
-------------------------	-------------------	-----------------------

Deliver Date	Event Dates	Return Date
Thursday June 16, 2022	Sat-Sun June 18-19, 2022	Monday June 21, 2022
We will deliver @ 2pm.		We will pick up at scheduled time to be determined

Labor

Pacific Stage pays profession level, family supportive wages including overtime and a benefit program that includes affordable health insurance options, technical, code & safety training and savings programs.

Total Labor Included

Liability Insurance

Pacific Stage carries a \$1,000,000 General Liability Policy. A certificate of insurance for verification can be provided upon request.

Fee for Services	1,870.00
Tax (Tumwater 9.4%)	175.78
Grand Total	\$2,045.78

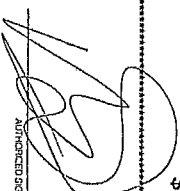
Pacific Stage, Inc. ❖ PO Box 1606, Olympia, WA 98506-1606 ❖ 360-556-2541

01AS22-
Rental Equip.
OK Int



Print Images

Account: XXXXXX5365
Number: 2127
Check Number: 2127
Posted Date: 07/12/2022
Check Amount: 2045.78
Description: Check (Regular Inclearings)
Type: Debit

OLYMPIC FLIGHT MUSEUM		Timberland Bank	2127
1000 1st Ave S		6/30/2022	
Olympia, WA 98501-5707			
(360) 705-3925			
PAY TO THE ORDER OF Pacific Stage		\$ 2,045.78	DOLLARS
Two Thousand Forty-Five and 78/100			
Pacific Stage		AUTHORIZED SIGNATURE	
PO Box 1606			
Olympia, WA 98506-1606			
MEMO			
⑈001129⑈ 12325170754⑈ 1901055365⑈			

BOFD RTN 326170835
7/11/2022
09:03:46
TWID 311631922232689

Credited to the Account of the
Within Named Payee Absence
of Endorsement Guarantee
Heritage Bank

6/17/2022

Invoice For: PERFORMER FEES 2022

[illegible]

Print Images

INVOICE

ANNA SERBINENKO
SKY DANCER
ANNA@CFC.AERO

Invoice No. 772
Date: 6/17/2022

BILL TO:
OLYMPIC FLIGHT MUSEUM
7637-A OLD HWY 99 SE
OLYMPIA, WA 98501

Description	Unit Price	Line Total
PERFORMER FEE JUNE 18 & 19 , 2022	\$ 2,000.00	\$ 2,000.00
	TOTAL	\$ 2,000.00

Make all checks payable to ANNA SERBINENKO
THANK YOU FOR YOUR SUPPORT!

Print Images

ROYAL EAGLE SQUADRON, INC

INVOICE

Date: 6/10/2022

For: FLIGHT SERVICES AIRSHOW

Bill To: OLYMPIC FLIGHT MUSEUM
7637 OLD HWY 99 SE
OLYMPIA, WA 98501

5208 134 PLACE NE
BELLEVUE, WA 98005

DESCRIPTION	AMOUNT
2022 AIRSHOW FLIGHT SERVICES	\$2,000.00

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	SUBTOTAL	\$2,000.00
	TAX RATE	
Make all checks payable to ROYAL EAGLE SQUADRON, INC. If you have any questions concerning this invoice, contact 425-885-7083	SALES TAX	\$0.00
	OTHER	\$0.00
THANK YOU FOR YOUR BUSINESS!	TOTAL	\$2,000.00

Print Images

THERESA THORNING
4339 9318 6843 3715
May 05, 2022 - June 04, 2022
Page 3 of 4

Not Included
on
Invoice

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
06/02	06/02	TEXACO 0306037 OLYMPIA WA	24692162153100426289231	60.55
06/02	06/01	USPS PO 5461490672 TUMWATER WA	24137462153001394478334	10.44
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$819.20

Print Images

Account: XXXXXX5365
 Number: 2108
 Check Number: 2108
 Posted Date: 06/27/2022
 Check Amount: 819.2
 Description: Check (Regular Inclearings)
 Type: Debit

PAY TO THE ORDER OF Bank of America EIGHT HUNDRED NINETEEN AND 20/100 BUSINESS CARD PO BOX 15786 WILMINGTON, DE 19886-5796 MEMO		OLYMPIC FLIGHT MUSEUM 1000 65th AVE SE Olympia, WA 98501-6707 (360) 705-3925 6/17/2022 \$ **819.20 DOLLARS 2108
---	--	--

0002 132708 06232022 1 S 0017
 025810 435822002323430 XXXX5365
 FOR DEPOSIT ONLY BANK OF AMERICA NA
 30311001806

⑈002108⑈ ⑈32517075⑈ 190105355⑈

Detail on Back. Photo Safe Deposit®

13 Check 273679 0623/2022 17 50 B Sm Bus 15796 ZK03B5L 62

City of Tumwater

Lodging Tax Final Report Form

Organization's Name: Olympic Flight Museum

Submitted By: Teri Thorning

Date: 7/24/2023

Email Address: oas@olympicflightmuseum.com

Phone: 3607053925

This Report Covers:

Activity Name: Olympic Air Show

Activity Type: ☒ Special Event/Festival

☐ Marketing/Tourism
Promotion Agency

☐ Facility

Activity Start Date: 6/17/2023

Activity End Date: 6/18/2023

Total Activity Cost: \$176,715.00

Total amount of Tumwater lodging tax funds requested: \$42,300.00

Total amount of Tumwater lodging tax funds expended: \$36,250.00

Total amount of lodging tax funds expended from all jurisdictions: \$63,750.00

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	<i>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</i>	PREDICTED:	11,686
		ACTUAL (ESTIMATED):	9,119
	METHODOLOGY (definitions provided above): Indirect Count		
	EXPLAIN TRACKING METHOD: Manual count of patrons at Admissions Gate and estimated viewers outside of airport perimeter..		
50+ MILES - ATTENDANCE	<i>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</i>	PREDICTED:	5245
		ACTUAL (ESTIMATED):	1,997
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: 21.9% of total visitors who traveled 50+ miles to attend as reflected in electronic ticket analysis: $21.9\% \times 9119 = 1997$		
OUT OF STATE / COUNTRY - ATTENDANCE	<i>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</i>	PREDICTED:	176
		ACTUAL (ESTIMATED):	116
	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 and crew).		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	1,311
		ACTUAL (ESTIMATED):	499
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Estimate 25% of 1,997 tourists staying in paid accommodations = 499		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	3,410
		ACTUAL (ESTIMATED):	1,298
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Estimate 65% of 1,997 tourists staying in unpaid accommodations = 1,298		
PAID LODGING NIGHTS	<i>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</i>	PREDICTED:	479
		ACTUAL (ESTIMATED):	211
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Of the 499 tourists staying in paid accommodations, estimate a family unit of 3.13, is 159; add 52 performer crew rooms (2 nights) = 211		

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

The Olympic Air Show tourist attendance was 21.9%, falling within the historical average of 18% to 22%. Electronic ticketing analysis also shows out of state visitors at 116 from 10 states.

TUMWATER SPECIFIC QUESTIONS:

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

The event faced weather-related challenges over the two days; the attendance remained within normal averages due to rare and unique visiting and featured aircraft.

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?

Performer fees, operational expenses, and marketing and promotion.

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.

2021 TAX RETURN

CLIENT COPY

Client: 12180

Prepared for: OLYMPIC FLIGHT MUSEUM
7637A OLD HWY 99 SE
OLYMPIA, WA 98501
360-705-3925

Prepared by: CHRIS JACOT-MEDHURST
JONES AND ASSOCIATES CPAS LLC
325 NORTH CENTRAL AVENUE
KENT, WA 98032
253 854 3490

Date: JUNE 7, 2022

Comments:

Route to: _____

2021 Exempt Org. Return
prepared for:

OLYMPIC FLIGHT MUSEUM
7637A OLD HWY 99 SE
OLYMPIA, WA 98501

Jones and Associates CPAs LLC
325 North Central Avenue
Kent, WA 98032

JONES AND ASSOCIATES CPAS LLC

325 NORTH CENTRAL AVENUE

KENT, WA 98032

253 854 3490

Client 12180

June 7, 2022

OLYMPIC FLIGHT MUSEUM

7637A OLD HWY 99 SE

OLYMPIA, WA 98501

360-705-3925

FEDERAL FORMS

Form 990	2021 Return of Organization Exempt from Income Tax
Schedule A	Organization Exempt Under Section 501(c)(3)
Schedule D	Schedule D
Schedule O	Supplemental Information
Form 8868	Application for Extension
	Depreciation Schedules
Form 8879-TE	IRS e-file Signature Authorization

FEE SUMMARY

Preparation Fee

OLYMPIC FLIGHT MUSEUM

91-1899948

	2021	2020	DIFF
REVENUE			
CONTRIBUTIONS AND GRANTS.....	6,270	6,686	-416
PROGRAM SERVICE REVENUE.....	8,582	6,040	2,542
OTHER REVENUE.....	65,099	10,578	54,521
TOTAL REVENUE.....	79,951	23,304	56,647
EXPENSES			
SALARIES, OTHER COMPEN., EMP. BENEFITS...	14,452	13,172	1,280
OTHER EXPENSES.....	71,528	59,232	12,296
TOTAL EXPENSES.....	85,980	72,404	13,576
NET ASSETS OR FUND BALANCES			
REVENUE LESS EXPENSES.....	-6,029	-49,100	43,071
TOTAL ASSETS AT END OF YEAR.....	632,993	633,931	-938
TOTAL LIABILITIES AT END OF YEAR.....	5,265	174	5,091
NET ASSETS/FUND BALANCES AT END OF YEAR.	627,728	633,757	-6,029

2021

GENERAL INFORMATION

PAGE 1

OLYMPIC FLIGHT MUSEUM

91-1899948

FORMS NEEDED FOR THIS RETURN

FEDERAL: 990, SCH A, SCH D, SCH O, 8868

CARRYOVERS TO 2022

NONE

THE ORGANIZATION'S FEDERAL TAX RETURN IS NOT FINISHED UNTIL YOU COMPLETE THE FOLLOWING INSTRUCTIONS.

PRIOR TO TRANSMISSION OF THE RETURN

FORM 990

THE ORGANIZATION SHOULD REVIEW THEIR FEDERAL RETURN ALONG WITH ANY ACCOMPANYING SCHEDULES AND STATEMENTS.

PAPERLESS E-FILE

THE ORGANIZATION SHOULD READ, SIGN AND DATE THE FORM 8879-TE, IRS E-FILE SIGNATURE AUTHORIZATION.

EVEN RETURN

NO PAYMENT IS REQUIRED.

AFTER TRANSMISSION OF THE RETURN

RECEIVE ACKNOWLEDGEMENT OF YOUR E-FILE TRANSMISSION STATUS.

WITHIN SEVERAL HOURS, CONNECT WITH LACERTE AND GET YOUR FIRST ACKNOWLEDGEMENT (ACK) THAT LACERTE HAS RECEIVED YOUR TRANSMISSION FILE.

CONNECT WITH LACERTE AGAIN AFTER 24 AND THEN 48 HOURS TO RECEIVE YOUR FEDERAL ACKS.

KEEP A SIGNED COPY OF FORM 8879-TE, IRS E-FILE SIGNATURE AUTHORIZATION IN YOUR FILES FOR 3 YEARS.

DO NOT MAIL:

FORM 8879-TE IRS E-FILE SIGNATURE AUTHORIZATION

THE ORGANIZATION'S FEDERAL TAX RETURN IS NOT FINISHED UNTIL YOU COMPLETE THE FOLLOWING INSTRUCTIONS.

PRIOR TO TRANSMISSION OF THE RETURN

FORM 8868

NO SIGNATURE IS REQUIRED WITH FORM 8868.

EVEN RETURN

NO PAYMENT IS REQUIRED.

AFTER TRANSMISSION OF THE RETURN

RECEIVE ACKNOWLEDGEMENT OF YOUR E-FILE TRANSMISSION STATUS.

WITHIN SEVERAL HOURS, CONNECT WITH LACERTE AND GET YOUR FIRST ACKNOWLEDGEMENT (ACK) THAT LACERTE HAS RECEIVED YOUR TRANSMISSION FILE.

CONNECT WITH LACERTE AGAIN AFTER 24 AND THEN 48 HOURS TO RECEIVE YOUR FEDERAL ACKS.

OLYMPIC FLIGHT MUSEUM

91-1899948

COMPUTATION OF COST OF GOODS SOLD (FORM 990)

1. INVENTORY AT START OF YEAR.....	8,070.
2. PURCHASES.....	2,108.
3. COST OF LABOR.....	0.
4. ADDITIONAL 263A COSTS.....	0.
5. OTHER COSTS.....	0.
6. TOTAL (ADD LINES 1 THROUGH 5).....	10,178.
7. INVENTORY AT END OF YEAR.....	8,561.
8. COST OF GOODS SOLD (SUBTRACT LINE 7 FROM LINE 6).....	1,617.

FORM 990, PART III, LINE 4E
PROGRAM SERVICES TOTALS

	PROGRAM SERVICES TOTAL	FORM 990	SOURCE
TOTAL EXPENSES	85,980.	85,980.	PART IX, LINE 25, COL. B
GRANTS	0.	0.	PART IX, LINES 1-3, COL. B
REVENUE	0.	8,582.	PART VIII, LINE 2, COL. A

FORM 990, PART IX, LINE 24E
OTHER EXPENSES

	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT & GENERAL	(D) FUNDRAISING
CASH OVER/SHORT	-47.	-47.		
EQUIPMENT RENTAL	155.	155.		
HANGAR MAINT & SUPPLIES	300.	300.		
LICENSES/PERMITS	276.	276.		
TOTAL	\$ 684.	\$ 684.	\$ 0.	\$ 0.

EXCESS CONTRIBUTIONS
SCHEDULE A, PART II, LINE 5

	2017	2018	2019	2020	2021	TOTAL	2% AMT	EXCESS
AERO MANAGEMENT	0	0	0	0	0	0	0	0
J DIMMER FOUNDATION	0	0	2,500	2,500	2,500	7,500	3,906	3,594
DAVID REYNOLDS	79,020	2,500	6,000	1,000	900	89,420	3,906	85,514
KAUFMAN BROS CONSTRUCTION	0	0	1,000	0	0	1,000	0	0
DARCY RYAN	0	0	10,000	0	0	10,000	3,906	6,094

EXCESS CONTRIBUTIONS (CONTINUED)
SCHEDULE A, PART II, LINE 5

MASCO PETROLEUM

0

0

5,000

0

0

5,000

3,906

1,094

79,0202,50024,5003,5003,400112,92015,62496,296

12/31/21

2021 FEDERAL BOOK DEPRECIATION SCHEDULE

PAGE 1

OLYMPIC FLIGHT MUSEUM

91-1899948

NO.	DESCRIPTION	DATE ACQUIRED	DATE SOLD	COST/ BASIS	BUS. PCT.	CUR 179 BONUS	SPECIAL DEPR. ALLOW.	PRIOR 179/ BONUS/ SP. DEPR.	PRIOR DEC. BAL DEPR.	SALVAG /BASIS REDUCT	DEPR. BASIS	PRIOR DEPR.	METHOD	LIFE	RATE	CURRENT DEPR.	
FORM 990/990-PF																	
1	OFFICE EQUIPMENT	1/01/99		26,375							26,375	26,375	S/L	7		0	
2	COMPAQ COMPUTERS	10/01/01		2,562							2,562	2,562	S/L	5		0	
3	FLDNG CHAIRS & DOLLIES	8/01/01		3,080							3,080	3,080	S/L	7		0	
4	FLDING TABLES & TABLE TRK	8/01/01		1,576							1,576	1,576	S/L	7		0	
5	COAT RACK W/CASTERS	8/01/01		278							278	278	S/L	7		0	
6	PA SYSTEM	1/21/10		1,112							1,112	1,112	S/L	5		0	
7	UNIT HEATER	1/31/12		4,565							4,565	4,073	S/L	10		457	
8	LAPTOP	9/26/12		629							629	629	S/L	5		0	
9	2006 SILVERADO	3/03/14		14,547							14,547	14,547	S/L	5		0	
10	COMPUTER	2/18/15		3,028							3,028	3,028	S/L	5		0	
11	HEAT PUMP	12/27/17		3,680							3,680	2,576	S/L	5		736	
12	94 CHEVY DUALLY	4/20/18		5,500							5,500	2,750	S/L	5		1,100	
13	DES CRANE & SHOVEL	6/30/19		2,300							2,300	2,300	S/L	5		0	
TOTAL				69,232		0	0	0	0	0	69,232	64,886					2,293
TOTAL DEPRECIATION				69,232		0	0	0	0	0	69,232	64,886					2,293
GRAND TOTAL DEPRECIATION				69,232		0	0	0	0	0	69,232	64,886					2,293

Form **8879-TE****IRS e-file Signature Authorization
for a Tax Exempt Entity**

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

For calendar year 2021, or fiscal year beginning _____, 2021, and ending _____, 20____

▶ **Do not send to the IRS. Keep for your records.**
▶ **Go to www.irs.gov/Form8879TE for the latest information.****2021**

Name of filer

OLYMPIC FLIGHT MUSEUM

EIN or SSN

91-1899948

Name and title of officer or person subject to tax

BRIAN A REYNOLDS PRESIDENT**Part I Type of Return and Return Information**

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a** 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, 7b, 8b, 9b, or 10b**, 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 <input checked="" type="checkbox"/>	b Total revenue , if any (Form 990, Part VIII, column (A), line 12)	1b	<u>79,951.</u>
2a Form 990-EZ check here <input type="checkbox"/>	b Total revenue , if any (Form 990-EZ, line 9)	2b	
3a Form 1120-POL check here <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part V, line 5)	4b	
5a Form 8868 check here <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	
6a Form 990-T check here <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	
7a Form 4720 check here <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	
8a Form 5227 check here <input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b	
9a Form 5330 check here <input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b	
10a Form 8038-CP check here <input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	

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 entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____, and that I have examined a copy of the 2021 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

☒ I authorize JONES AND ASSOCIATES CPAS LLC to enter my PIN 12180 as my signature

ERO firm name

Enter five numbers, but
do not enter all zeros

on the tax year 2021 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 entity, I will enter my PIN as my signature on the tax year 2021 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 ▶

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.

91769566337**Do not enter all zeros**

I certify that the above numeric entry is my PIN, which is my signature on the 2021 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 ▶ CHRIS JACOT-MEDHURST

Date ▶

ERO Must Retain This Form – See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

**Application for Automatic Extension of Time To File an
Exempt Organization Return**

► **File a separate application for each return.**
► **Go to www.irs.gov/Form8868 for the latest information.**

OMB No. 1545-0047

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions.		Taxpayer identification number (TIN)
	OLYMPIC FLIGHT MUSEUM		91-1899948
	Number, street, and room or suite number. If a P.O. box, see instructions.		
	7637A OLD HWY 99 SE		
	City, town or post office, state, and ZIP code. For a foreign address, see instructions.		
	OLYMPIA, WA 98501		

Enter the Return Code for the return that this application is for (file a separate application for each return) **01**

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (section 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12
Form 990-T (corporation)	07		

• The books are in the care of ► CHARLES BAIN

Telephone No. ► 360-754-7200 Fax No. ►

• If the organization does not have an office or place of business in the United States, check this box ► ☐

• If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) If this is for the whole group, check this box. ► ☐. If it is for part of the group, check this box ... ► ☐ and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until 11/15, 20 22, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- ☒ calendar year 20 21 or
► ☐ tax year beginning _____, 20 _____, and ending _____, 20 _____.

2 If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return
☐ Change in accounting period

3a If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

BAA For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8868** (Rev. 1-2022)

Return of Organization Exempt From Income Tax

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

2021

Department of the Treasury
Internal Revenue Service

▶ 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.

Open to Public
Inspection

A For the 2021 calendar year, or tax year beginning , 2021, and ending , 20																			
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; vertical-align: top;"> C OLYMPIC FLIGHT MUSEUM 7637A OLD HWY 99 SE OLYMPIA, WA 98501 </td> <td style="width:30%; vertical-align: top;"> D Employer identification number 91-1899948 E Telephone number 360-705-3925 </td> </tr> <tr> <td colspan="2"> G Gross receipts \$ 81,568. </td> </tr> <tr> <td colspan="2"> F Name and address of principal officer: 7637A OLD HWY 99 SE OLYMPIA, WA 98501 </td> </tr> <tr> <td colspan="2"> H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions. </td> </tr> <tr> <td colspan="2"> I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527 </td> </tr> <tr> <td colspan="2"> J Website: ▶ WWW.OLYMPICFLIGHTMUSEUM.COM </td> </tr> <tr> <td colspan="2"> K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶ </td> </tr> <tr> <td colspan="2"> L Year of formation: 1998 M State of legal domicile: WA </td> </tr> <tr> <td colspan="2"> H(c) Group exemption number ▶ </td> </tr> </table>	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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions.		I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		J Website: ▶ WWW.OLYMPICFLIGHTMUSEUM.COM		K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		L Year of formation: 1998 M State of legal domicile: WA		H(c) Group exemption number ▶	
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L Year of formation: 1998 M State of legal domicile: WA																			
H(c) Group exemption number ▶																			

Part I Summary

Activities & Governance	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 <input type="checkbox"/> 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	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.
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.
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 BRIAN A REYNOLDS	Date PRESIDENT			
	Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name CHRIS JACOT-MEDHURST	Preparer's signature CHRIS JACOT-MEDHURST	Date	Check <input type="checkbox"/> if self-employed	PTIN P00166337
	Firm's name ▶ JONES AND ASSOCIATES CPAS LLC			Firm's EIN ▶ 45-3845160	
	Firm's address ▶ 325 NORTH CENTRAL AVENUE KENT, WA 98032			Phone no. 253 854 3490	
	May the IRS discuss this return with the preparer shown above? See instructions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

Part III Statement of Program Service AccomplishmentsCheck 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	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors? See instructions		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		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		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		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		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		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III	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		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		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	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		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		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	X	
e Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X	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		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If 'Yes,' complete Schedule D, Parts XI and XII		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		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		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		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		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		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		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		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		X
20a Did the organization operate one or more hospital facilities? If 'Yes,' complete Schedule H		X
b If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?		
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		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? <i>If 'Yes,' complete Schedule I, Parts I and III.</i>	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? <i>If 'Yes,' complete Schedule J.</i>	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? <i>If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25a.</i>	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? <i>If 'Yes,' complete Schedule L, Part I.</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? <i>If 'Yes,' complete Schedule L, Part I.</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? <i>If 'Yes,' complete Schedule L, Part II.</i>	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? <i>If 'Yes,' complete Schedule L, Part III.</i>	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? <i>If 'Yes,' complete Schedule L, Part IV.</i>	28a	X
b A family member of any individual described in line 28a? <i>If 'Yes,' complete Schedule L, Part IV.</i>	28b	X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If 'Yes,' complete Schedule L, Part IV.</i>	28c	X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If 'Yes,' complete Schedule M.</i>	29	X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If 'Yes,' complete Schedule M.</i>	30	X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If 'Yes,' complete Schedule N, Part I.</i>	31	X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If 'Yes,' complete Schedule N, Part II.</i>	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? <i>If 'Yes,' complete Schedule R, Part I.</i>	33	X
34 Was the organization related to any tax-exempt or taxable entity? <i>If 'Yes,' complete Schedule R, Part II, III, or IV, and Part V, line 1.</i>	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)? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>	35b	
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>	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? <i>If 'Yes,' complete Schedule R, Part VI.</i>	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 ComplianceCheck if Schedule O contains a response or note to any line in this Part V. ☐

	Yes	No
1 a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable.	1 a	2
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable.	1 b	0
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1 c	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	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? 15		X
If 'Yes,' see the instructions and file Form 4720, Schedule N.		
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income? 16		X
If 'Yes,' complete Form 4720, Schedule O.		
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? 17		
If 'Yes,' complete Form 6069.		

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
1 a Enter the number of voting members of the governing body at the end of the tax year. 1 a 5		
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. 1 b 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
7 a 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?	7 a	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?	7 b	X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	8 a X	
b Each committee with authority to act on behalf of the governing body?	8 b	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
10 a Did the organization have local chapters, branches, or affiliates?	10 a	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?	10 b	
11 a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11 a	X
b Describe on Schedule O the process, if any, used by the organization to review this Form 990. SEE SCHEDULE O		
12 a Did the organization have a written conflict of interest policy? If 'No,' go to line 13.	12 a	X
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12 b	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe on Schedule O how this was done.	12 c	
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.	15 a X	
b Other officers or key employees of the organization.	15 b	X
If 'Yes' to line 15a or 15b, describe the process on Schedule O. See instructions.		
16 a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16 a	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?	16 b	

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 ContractorsCheck 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 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			
(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**

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.*

	Yes	No
3		X
4		X
5		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.*

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.*

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 RevenueCheck 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	1 a Federated campaigns	1 a				
	b Membership dues	1 b				
	c Fundraising events	1 c				
	d Related organizations	1 d				
	e Government grants (contributions)	1 e				
	f All other contributions, gifts, grants, and similar amounts not included above ...	1 f 6,270.				
	g Noncash contributions included in lines 1a-1f.	1 g				
	h Total. Add lines 1a-1f		6,270.			
	Program Service Revenue	Business Code				
2 a 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					
	6 a Gross rents	6 a				
	b Less: rental expenses	6 b				
	c Rental income or (loss)	6 c				
	d Net rental income or (loss)					
	7 a Gross amount from sales of assets other than inventory	7 a				
	b Less: cost or other basis and sales expenses	7 b				
	c Gain or (loss)	7 c				
	d Net gain or (loss)					
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8 a 9,800.				
	b Less: direct expenses	8 b				
	c Net income or (loss) from fundraising events		9,800.			
	9 a Gross income from gaming activities. See Part IV, line 19	9 a				
	b Less: direct expenses	9 b				
	c Net income or (loss) from gaming activities					
10 a Gross sales of inventory, less returns and allowances	10 a 47,372.					
b Less: cost of goods sold.	10 b 1,617.					
c Net income or (loss) from sales of inventory		45,755.	45,755.			
Miscellaneous Revenue	Business Code					
11 a 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 <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

Part X Balance SheetCheck 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 ▶ <input checked="" type="checkbox"/>			
	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 ▶ <input type="checkbox"/>			
	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 AssetsCheck 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 ReportingCheck 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: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> 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? 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: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> 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: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> 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	

BAA

TEEA0112L 09/22/21

Form 990 (2021)

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

OLYMPIC FLIGHT MUSEUM

Employer identification number

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?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(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 ▶ <input type="checkbox"/>						

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. ▶ <input type="checkbox"/>		
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 ▶ <input checked="" type="checkbox"/>		
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. ▶ <input type="checkbox"/>		
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 ▶ <input type="checkbox"/>		
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 ▶ <input type="checkbox"/>		

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.		
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).		
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.		
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.		
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.		
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.		
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.		
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.		
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).		
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?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
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 .		
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).		
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).		
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 .		
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 .		
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 .		
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.		
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.)		

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 <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.		Yes	No
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	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

BAA

Schedule A (Form 990) 2021

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 – <i>provide details in Part VI</i>)	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 – <i>explain in Part VI</i>). 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, <i>explain in Part VI</i> . See instructions.		
6	Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . 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		

BAA

Schedule A (Form 990) 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	<u>\$ 3,925.</u>	<u>\$ 0.</u>	<u>\$ 8,993.</u>	<u>\$ 13,324.</u>	<u>\$ 12,107.</u>

**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

2021**Open to Public
Inspection**

Name of the organization

OLYMPIC FLIGHT MUSEUM

Employer identification number

91-1899948

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).

<input type="checkbox"/> Preservation of land for public use (for example, recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> 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	2 a
b Total acreage restricted by conservation easements	2 b
c Number of conservation easements on a certified historic structure included in (a)	2 c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2 d

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.

1 a 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. **SEE PART XIII**

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. SEE 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.

1 a 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.....	1 c
d Additions during the year.....	1 d
e Distributions during the year.....	1 e
f Ending balance.....	1 f

2 a 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
1 a 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%.

3 a 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
1 a Land.....				
b Buildings.....				
c Leasehold improvements.....				
d Equipment.....				
e Other.....		69,232.	67,179.	2,053.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.).....				2,053.

BAA

Schedule D (Form 990) 2021

Part VII Investments – Other Securities.

N/A

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)		
(I)		
Total. (Column (b) must equal Form 990, Part X, column (B) line 12.) ..		

Part VIII Investments – Program Related.

N/A

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)		
(10)		
Total. (Column (b) must equal Form 990, Part X, column (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) EMPLOYEE ADVANCES	400.
(2) PLANE ARTIFACTS	615,056.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
Total. (Column (b) must equal Form 990, Part X, column (B) line 15.)	615,456.

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) SALES TAX PAYABLE	265.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
Total. (Column (b) must equal Form 990, Part X, column (B) line 25.)	265.

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. N/A

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

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return. N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

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

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 III, LINE 1A - F/S FOOTNOTE FOR ART, TREASURES, ETC.

THE ORGANIZATION DOES NOT OWN THE ASSETS BUT PROVIDES A VENUE FOR COLLECTORS OF VINTAGE AIRCRAFT TO DISPLAY THEIR ARTIFACTS.

PART III, LINE 4 - DESCRIPTION OF ORGANIZATION COLLECTIONS & HOW FURTHERS EXEMPT PURPOSE

THE ORGANIZATION LEASES VINTAGE AVIATION AIRCRAFT FOR DISPLAY IN THE MUSEUM AND AT OTHER LOCAL EVENTS. THEY ARE ALSO USED AS A FUND RAISING TOOL AND TO RAISE PUBLIC AWARENESS ABOUT THE PRESERVATION OF AVIATION HISTORY.

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Name of the organization

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 Form 990-EZ.

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

OMB No. 1545-0047

2021

**Open to Public
Inspection**

OLYMPIC FLIGHT MUSEUM

Employer identification number

91-1899948

FORM 990, PART III, LINE 1 - ORGANIZATION MISSION

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.

FORM 990, PART VI, LINE 2 - BUSINESS OR FAMILY RELATIONSHIP OF OFFICERS, DIRECTORS, ETC.

BRIAN REYNOLDS AND ROBYN REYNOLDS (BOTH BOARD MEMBERS) ARE MARRIED.

FORM 990, PART VI, LINE 11B - FORM 990 REVIEW PROCESS

NO REVIEW WAS OR WILL BE CONDUCTED.

FORM 990, PART VI, LINE 19 - OTHER ORGANIZATION DOCUMENTS PUBLICLY AVAILABLE

NO OTHER DOCUMENTS AVAILABLE TO THE PUBLIC.

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.

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.

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 filled 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

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 or 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.

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.

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.

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

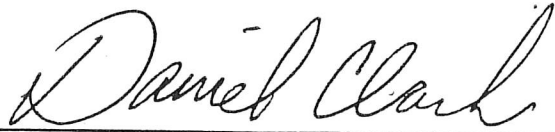
The Bylaws may be altered, amended, or repealed at any meeting of members of the Corporation by a majority vote of all the members, represented either in person or by proxy. The Board of Directors shall also have the power to alter, amend, or repeal the Bylaws by a majority vote of all the directors.

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, Secretary
(Print Name)

**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

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

Rcvd 08/28/2023

APPLICATION DEADLINE: AUGUST 30, 2023, 12PM/NOON Postmarks, late, or incomplete applications will not be accepted

ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT

ADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 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 and Recreation Director

Title

555 Israel Rd SW

Mailing Address

Tumwater

WA

9501

City

State

Zip

3607544160

Phone

www.tumwaterartesianbrew.

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: \$170,000

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 support efforts to 'Bring Brewing Back' to Tumwater. Funds will be used to target a regional (Pac NW) audience for the event.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 9 number of years

Tumwater Artesian Brewfest

Name of Event/Festival

Tumwater Valley Golf Course

Location

August 17, 2024

Date of Event/Festival

tumwaterartesianbrewfest.com

Event/Festival Website (if different than above)

August 19, 2023

If an existing event, last year's date of event

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.

Chuck Denney, Parks & Recreation Director

Name and Title

Chuck Denney

Signature (e-signature or original)

8/24/2023

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 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 2023 event hosted 39 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, 2023 saw the a 19% increase in attendance and our largest event to date. It is anticipated to increase in size again in 2024 as we draw in tourist from the entire northwest..

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 www.ci.tumwater.wa.us/LodgingTax.)

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 2024 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 restaurants 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 2024 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, expanded in 2023 and will be expanded again in 2024..

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, SPSCC,

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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?

9%

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.

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

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) **Overall attendance**

5,000

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

- | | |
|--|-----|
| b) Staying for the day only <i>and</i> traveling more than fifty miles or more one way from their place of residence or business | 600 |
| c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) | 200 |
| d) Staying overnight in paid accommodations away from their place of residence or business | 100 |
| e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i> traveling fifty miles or more one way from their place of residence or business | 300 |
| f) Total number of paid lodging nights generated in Tumwater | 1 |
- g) 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.

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.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility.

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 39 individual breweries, cideries, distilleries and one winery as partners in our even

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 nine 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 - 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:		\$33,000.00
Admission:		\$127,000.00
Reserves:		
Donations/Contributions:		\$2,000.00
Grants:		
Program Service Fees:		
In-kind Donations:		\$9,500.00
Gift Shop:		
Vendor Fees:		\$4,000.00
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:		\$193,500.00

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		\$30,000.00
Administration: (utilities, phone, etc.)		
Marketing and Promotion:		\$20,000.00
Professional / Consultant Fees:		\$19,000.00
Equipment:		\$47,000.00
Facility / Event Venue Rental:		\$2,000.00
Travel: (please specify)		
All Other Expenses: (please specify)	Beer/Cider/Spirits	\$37,000.00
Other Expense:	Entertainment/sound/stage	\$30,000.00
Other Expense:	Signage/decoration	\$2,500.00
Other Expense:	Ticketing fees	\$6,000.00
TOTAL EXPENSES:		\$193,500.00
PROGRAM EXCESS (DEFICIT):		\$0.00

City of Tumwater Lodging Tax Final Report Form

Organization's Name: City of Tumwater

Submitted By: Chuck Denney

Date: 2/9/2023

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: 8/20/2022

Activity End Date: 8/20/2022

Total Activity Cost: \$103,622.00

Total amount of Tumwater lodging tax funds requested: \$13,500.00

Total amount of Tumwater lodging tax funds expended: \$13,500.00

Total amount of lodging tax funds expended from all jurisdictions: \$13,500.00

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	<i>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</i>	PREDICTED:	3,000
		ACTUAL (ESTIMATED):	3,187
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD: Ticketing		
50+ MILES - ATTENDANCE	<i>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</i>	PREDICTED:	350
		ACTUAL (ESTIMATED):	350
	METHODOLOGY (definitions provided above): Indirect Count		
	EXPLAIN TRACKING METHOD: Review of zip codes		
OUT OF STATE / COUNTRY - ATTENDANCE	<i>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</i>	PREDICTED:	50
		ACTUAL (ESTIMATED):	50
	METHODOLOGY (definitions provided above): Indirect Count		
	EXPLAIN TRACKING METHOD: Review of zip codes		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	50
		ACTUAL (ESTIMATED):	50
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Counting of Participants		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	2,950
		ACTUAL (ESTIMATED):	2,950
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Counting of Participants		
PAID LODGING NIGHTS	<i>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</i>	PREDICTED:	50
		ACTUAL (ESTIMATED):	50
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Counting of Participants		

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 owners/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?

Yes - Due to the ending of covid pandemic and the restrictions on public gathering, this event was scaled up and re-configured with an anticipated larger attendance while meeting 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 large 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?

We are expanding the event in 2023 to include more participation from craft brewers and local craft food vendors. We are upgrading our music talent and increasing our social media presence.

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: AUGUST 30, 2023, 12PM/NOON Postmarks, late, or incomplete applications will not be accepted

ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT

ADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

<u>Visitor and Convention Bureau of Thurston County</u> Organization/Agency Name	<u>91-1735847</u> Federal Tax ID Number
<u>Annette Pitts</u> Contact Name	<u>CEO</u> Title
<u>P.O. Box 1394</u> Mailing Address	<u>Olympia WA 98507</u> City State Zip
<u>509-881-8587</u> Phone	<u>ExperienceOlympia.com</u> Website
	<u>Annette@ExperienceOlympia.com</u> Email Address

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

Amount Requested: \$43,971 Total Project / Event Budget: \$1,449,972.75

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

Experience Olympia & Beyond (EOB) will increasing Tumwater's visibility by marketing Tumwater through a targeted suite of destination marketing initiatives, including traditional 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. We've also added in a supplemental digital programmatic display advertising campaign specifically designed to promote the launch of the new Craft District, bringing and measuring overnight visitors to Tumwater hotels.

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

<u>Name of Event/Festival</u>	<u>Location</u>	<u>Date of Event/Festival</u>
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<u>Event/Festival Website (if different than above)</u>	<u>If an existing event, last year's date of event</u>
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CERTIFICATION

I hereby state on behalf of Visitor & Convention Bureau of Thurston County dba 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

Annette Pitts

Signature (e-signature or original)

8/24/23

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 was created specifically to meet the needs of marketing Thurston County and each of its communities--including the City of Tumwater--as a destination for visitors year-round. Whereas most LTAC-funded events and activities are one or two-day experiences that contribute to the overall Tumwater experience, our work continues year-round with paid destination marketing activities taking place 365 days a year. (The average cost per day to the City of Tumwater at the current level of funding awarded for 2023 is just under \$100 per day of our work). Tourism marketing is an essential building block of local economic development. The revenue generated in hotels and motels supports local properties; lodging taxes collected fund future marketing and activities to bring guests back to the community; and sales taxes collected fund municipal services that provide quality of life for locals.

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 www.ci.tumwater.wa.us/LodgingTax.)

Tumwater lodging tax funds will be combined with other funds (tourism promotion area assessments, lodging tax awards from other communities, and private funds our staff generates) to support destination marketing and development initiatives. We will continue to employ innovative research tools that ensure we put all awarded funds to the most effective and efficient use possible. This means all marketing and development decisions are rooted in sound research, and our performance is measured, tracked, and evaluated. We will continue to base content development decisions on the strategy outlined in our annual Business & Marketing Plan, ensuring the highest likelihood of influencing travel to the City of Tumwater. New content--photos, videos, blogs, event listings, etc. will be featured on our website, social media posts and email newsletters sent to opt-in subscribers from around the world. We'll employ a comprehensive public relations campaign that includes story pitches to major media outlets, social media influencer partnerships, FAM tours and crisis communications if needed. We will conduct multi-channel advertising campaigns that combine print, digital, paid social media, and most significantly, digital programmatic display advertising. We'll continue to fund and share professional photography with the City of Tumwater through our Shared Image Library. We will provide market intelligence to the City of Tumwater about visitor trends throughout the year, resulting from the marketing intelligence tools we've funded. This intelligence can include where visitors are traveling from, what the ratio of locals to visitors is 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 as a core driving force behind everything we do. We will continue to offer our LTAC Award Support suite of services to market those activities and events that the Tumwater LTAC funds for 2024, and we will work with the City of Tumwater throughout the Thurston County Destination Master Planning process which will help shape the course of our work moving forward and the City of Tumwater as a destination for visitors and locals. Our sales team will also continue to promote City of Tumwater as a key destination for Sports in 2024, helping fill Tumwater fields, courses, and hotels.

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

This year we took our strategic marketing program to a new level, not only rooting our marketing decisions in sound research and data, but now closing the loop on strategic advertising decisions by investing in an innovative new tool that allows us to target and track visitors from the time they receive an advertising message, to when they arrive in a City of Tumwater geofence (hotel). How it works: Using our in-house

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

geofencing service Datafy, we target those arrival markets most likely to generate overnight visitors in Tumwater hotels and motels. We create digital ads that are served to individuals in those targeted geographic markets. When the prospective visitor clicks on the ad, they are directed to a page on our website from which a pixel is placed on their phone, effectively allowing us to track the device (not the person--no personal information is provided to us). We can then track and measure if and when the device is seen within the City of Tumwater geofence, and more specifically, inside City of Tumwater hotel and motel geofences. This allows us to clearly report on the out-of-area (50+ mile away) visitation that results from our advertising services. The days of not knowing if advertising is working is officially in the past for our organization, and we now know exactly how much it costs to place visitors in Tumwater hotels and how to increase those numbers. This is a huge change from years past.

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 currently have 5 full-time employees and 18 board members, including four board members representing Tumwater, and one of which being a Tumwater hotelier serving as our Vice President. Our fiscal resources include lodging tax from three municipalities (Tumwater, Olympia Lacey), we receive Thurston County Tourism Promotion Area (TPA) revenue, and private revenue generated through advertising sales, events and sponsorships. We do not have the staff capacity to successfully manage a volunteer program in addition to current workload at our present funding level.

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?

City of Olympia LTAC - \$148,676 (approximately 14% of total 2022 lodging taxes collected) for Tourism & Sports

City of Lacey LTAC - \$110,000 (approximately 20% of total 2022 lodging taxes collected) for Tourism & Sports

TPA funds - estimated receipts of \$805,000

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 \$148,676K from the City of Olympia, \$110K from City of Lacey and \$5,000 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 and equitable since each benefits directly from the year-round service our team provides. 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 the City of 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?

3%

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

This year by taking our strategic marketing to a more refined level, we target and track visitors from the time they receive an advertising message we send them, to when they arrive in a City of Tumwater geofence (hotel) using a new in-house tool called Media Attribution. We will calculate the economic impact of their visitation by dividing the number of visitors seen in Tumwater hotels via Media Attribution by the average traveling party size (obtained through latest EOB Visitor Sentiment Survey), multiply that figure by the average number of nights in market, and multiplying again, by the average daily hotel rate. For leisure travel visitors that do not stay in paid accommodations we multiply the number of visitors seen in Tumwater not staying at paid Tumwater lodging properties by an adjusted Average Spend Per Visitor provided to us by the State of Washington Tourism report, Tourism Economics. Because we know the Average Spend Per Visitor includes the average cost of lodging, we net out the average daily hotel rate, so the remaining average spend reflects costs excluding lodging. This will include visitors spending in Tumwater restaurants and experiences. For sports visitors, we enter the actual number of visitors into an additional research tool, Destinations International's Economic Impact Calculator (Sports) which computes the total number of visitors and their overall economic impact considering additional spectators, average spend per day, etc. Even when we limit the number of visitors that we claim influence over to only those receiving digital programmatic display ads and those brought to the area via a sports event (this excludes folks who come to the area due to our work in social media, public relations, our website, group sales, meetings, etc.) we can still demonstrate that we will generate over \$181,000 for the City of Tumwater, generating significant return on the City's investment.

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

Our destination marketing and sports sales initiatives will support the City of Tumwater and its local events, businesses and hotels as well as the entire Thurston County region.

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

By continuing to promote the City of Tumwater as a sports destination and focusing on room night generation associated with these events, and by adding additional focusing on digital programmatic display advertising that we can track back into Tumwater hotel geofences, we can easily predict how many visitors those combined activities will generate. Whereas historically we reported on all visitors and room nights generated by our work, this year, we are only claiming those we can effectively "prove" through Media Attribution and sports sales and support.

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) Overall attendance	<u>25,634</u>
b) Staying for the day only <i>and</i> traveling more than fifty miles or more one way from their place of residence or business	<u>2,272</u>
c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries)	<u>16,188</u>
d) Staying overnight in paid accommodations away from their place of residence or business	<u>953</u>
e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i>	<u>23,114</u>

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

traveling fifty miles or more one way from their place of residence or business

f) **Total number of paid lodging nights** generated in Tumwater 1,636

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

This year we are measuring visitation differently than in years past. Whereas historically we submitted figures based on TOTAL estimated visitation resulting from the full scope of our services, this year we are only reporting on visitation figures we can prove we have influenced with data to back our claims. This year we invested in a new research tool called Media Attribution that allows us to measure leisure travel visitation which ties to the Datafy geofencing service we brought in-house this year as well. Media Attribution is a sophisticated technology that allows us to target the geographic markets with the highest likelihood of generating overnight stays in Tumwater hotels, serving digital programmatic ads to individuals in those markets, pixeling their device when they click through our ads, and then tracking and measuring when those individuals' cell phone devices are seen inside the Tumwater geofence (and Tumwater hotel geofences). We measured physical visitation in Tumwater's geofences influenced by the digital ads we served YTD in 2023, adjusted the figures to reflect final visitor estimates based on our remaining budget, and adjusted again to reflect a small budget increase to specifically promote the opening of the new Tumwater Craft District. We paired those figures with our predicted Sports visitation figures correlating to the 2024 USSSA Fastpitch Nationals and WIAA Golf Championships. By moving to this method, we are not "claiming" the fuller visitation figures that we have in the past which included visitors resulting from public relations campaigns, print or other kinds of advertising, promotions, products such as our Visitor Guide and Community Guides, our website, or group sales. The figures we are reporting on this year are specifically those visitors seen in-market, whether from digital programmatic ads served through our Media Attribution system or from sports direct sales and/or support.

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.**

Using Datafy's Media Attribution tool, we can report on actual leisure travel visitation in Tumwater and Tumwater hotels that is influenced by the digital ads we served them in their home markets. We will calculate the economic impact of leisure travel hotel visitors by dividing the number of visitors seen in Tumwater Hotels via Media Attribution by the average traveling party size (obtained through latest EOB Visitor Sentiment Survey), multiply that figure by the average number of nights in market, and multiplying again, by the average daily hotel rate. For leisure travel visitors that do not stay in paid accommodations we multiply the number of visitors seen in Tumwater not staying at paid Tumwater lodging properties by an adjusted Average Spend Per Visitor provided to us by the State of Washington Tourism report, Tourism Economics. Because we know the Average Spend Per Visitor includes the average cost of lodging, we net out the average daily hotel rate, so the remaining average spend reflects costs excluding lodging. For sports visitors, we enter the actual number of visitors into an additional research tool, Destinations International's Economic Impact Calculator (Sports) which computes the total number of visitors and their overall economic impact considering additional spectators, average spend per day, etc.

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

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

We will continue to promote Tumwater lodging establishments through a variety of traditional marketing methods including advertising, public relations, social media, and products such as experienceolympia.com, the 2024 Visitor Guide, the Tumwater Community Guide, our Meeting Planner Guide and Sports Facility Guide. We will continue to promote Tumwater through direct sales at domestic and international travel trade shows 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. The Sports Commission is currently facilitating and supporting the 2024 WIAA Golf Tournament and the USSSA Fastpitch Nationals which would bring over 2700 visitors to Tumwater. If fully funded, we will also promote visitation to Tumwater hotels through a new digital programmatic display advertising campaign specifically centered around the launch of the new Craft District. This campaign would be administered through our new Media Attribution tool in-house which allows us to target ads to those markets most likely to yield overnight stays in Tumwater hotels, and then to measure if and when visitors who received those ads appear within Tumwater hotel geofences.

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 promote Tumwater attractions, restaurants and events through the following marketing initiatives:

Digital programmatic advertising campaigns: We will leverage new, sophisticated tools in-house to identify key origin markets that have the highest likelihood of delivering visitors into Tumwater hotels with the highest economic impact. We will then serve digital ads to those audiences, pixeling their phones when they click through to a landing page, allowing us to track and follow their devices until they arrive in Tumwater or Tumwater hotel geofences. We will utilize the same tool to conduct retargeting/remarketing campaigns to those same visitors. We will also conduct an additional campaign specific to promoting the opening of the Tumwater Craft District linking the District to Tumwater hotel properties, generating additional paid hotel room nights.

LTAC Award Recipient Support Program: In 2023 we began offering this program to further support our fellow Tumwater LTAC award recipients and further enhance visitation resulting from their activities. We will continue to offer this labor-intensive program in 2024 if fully funded. YTD for 2023 we've created event and/or business listings for each recipient on our website, each has been promoted via social media, included in our Partner e-newsletter (sent to over 200 opt-in subscribers), included in our Visitor e-newsletter (sent to over 12,000 opt-in subscribers), included in seasonal pitch sheets sent to travel writers, media and influencers throughout the country.

Website: Tumwater is featured prominently on the homepage and has a dedicated destination page and url, experiencetumwater.com. The Experience Tumwater Community Guide is available for online viewing or digital download (it's also printed and provided to Tumwater businesses and organizations at no cost). 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 our social media platforms, blogs, and opt-in e-newsletters. We pay the full cost of professional photography that is included in the Shared Image library that we make 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 that will continue to be shared on social media, displayed on experienceolympia.com, and through opt-in e-newsletters.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

Products: Tumwater is included in the EOB Visitor Guide, which is available to visitors and locals online as a flipbook, digital download and/or by request via postal delivery. EOB pays full postage for deliveries and all costs associated with out of area distribution. Tumwater will also be included in the Experience Tumwater Community Guide which is available online as a pdf. Visitors can pick one up either one 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 the Experience Tumwater Community Guide for information about Tumwater events, lodging, attractions and restaurants. We also offer a call center to answer visitor questions and are in the process of certifying hospitality professionals throughout the region as Certified Tourism Ambassadors.

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.

Media relations: EOB will pitch stories to travel and lifestyle writers, and major media on Tumwater events, attractions, and restaurants (e.g.: craft district). We will also engage in social media influencer partnerships to promote the area.

Sports Commission: EOB works with sports planners to attract sports tourism to Tumwater through tradeshow, 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 result in our inability to conduct supplemental digital programmatic advertising campaign to promote the opening of the new Craft District. This campaign was added in as a supplemental program specifically designed to not only drive visitors to the market, but to Tumwater lodging as well. By eliminating these funds, we predict 224 hotel room nights and \$23,434 of revenue will be lost (\$21,528 worth of lost hotel/motel revenue, over \$861 of lodging taxes lost to the City of Tumwater, and \$2,041 of sales tax revenue lost to the City of Tumwater. The additional funds invested in the EOB to conduct this specific campaign we predict to yield a 3:1 Return On Investment (ROI).

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility.

We partner with the City of Tumwater, all Chambers of Commerce in Thurston County, the Thurston Economic Development Council, Olympic Flight Museum, Port of Olympia, the Cities of Olympia, Lacey, Yelm, Tenino, Rainier, Grand Mound, Rochester and Bucoda, Thurston County, the Olympia Tumwater Foundation, and many more organizations and events.

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.

Our primary measurement of economic impact will be the leisure travel visitors that we can attribute to the digital programmatic advertisements we place in their home markets. We will pixel these individuals' phones once they click through ads we place, and we can then track and measure if and when they wind up in Tumwater and Tumwater hotel geofences. At this point, we will know that our work has influenced their visit, and we can apply the published average daily rates at the properties where they stay, or the adjusted average

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

daily spend for those who were seen in Tumwater, but not at Tumwater hotels. This practice is in keeping with the methodology considered best practice in the industry for this traveling audience.

We will measure the economic impact of sports visitors whose events we influence/book/support. We will add these volume figures into our Destinations International Economic Impact Calculator for Sports to reveal these visitors' economic impact in keeping with the methodology considered best practice in the industry for this traveling audience.

Lodging tax funds are key measurements for the growth of tourism. As a tool for measuring success, lodging taxes indicate how well our tourism work is translating into heads in beds.

Lodging Tax Budget Form

Lodging Tax Applicant: Visitor & Convention Bureau of Thurston County dba Experience Olympia & 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:		\$65,000.00
Admission:		
Reserves:		
Donations/Contributions:		
Grants:		\$50,000.00
Program Service Fees:		\$132,325.00
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:		\$148,676.75
City of Tumwater Lodging Tax:		\$43,971.00
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)	Tourism Promotion Assessment	\$875,000.00
Other Source:	Interest	\$15,000.00
Other Source:	City of Yelm LTAC	\$5,000.00
Other Source:		
TOTAL REVENUE:		\$1,449,972.75

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		\$594,470.92
Administration: (utilities, phone, etc.)		\$107,415.00
Marketing and Promotion:		\$635,460.00
Professional / Consultant Fees:		\$18,100.00
Equipment:		
Facility / Event Venue Rental:		
Travel: (please specify)		\$19,295.00
All Other Expenses: (please specify)		
Other Expense:	TPA Expenses	\$17,325.00
Other Expense:	Grant Expenses	\$50,000.00
Other Expense:		
TOTAL EXPENSES:		\$1,442,065.92
PROGRAM EXCESS (DEFICIT):		\$7,906.83



OLYMPIA-LACEY-TUMWATER VISITOR AND CONVENTION BUREAU OPERATION OF A TOURISM PROMOTION AGENCY

Scope of Work – 2023

Overview

The Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB) 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 travelers. The VCB is the official destination marketing organization (DMO) and sports commission for Olympia, Lacey, Tumwater, and Thurston County.

Scope of Work

The Olympia-Lacey-Tumwater Visitor & Convention Bureau, per RCW 67.28.1816(1) will provide all services customarily performed by a modern, 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 bids/sponsorships for sporting events
- Connections to Thurston County community
- Facility and site selection support
- Hospitality service
- Hotels: secure rooms and rates
- Marketing and promotion
- Public relations

EXPERIENCEOLYMPIA.COM

T (360) 704-7544

PO Box 1394, Olympia, WA 98507

The Olympia-Lacey-Tumwater Visitor & Convention Bureau is the official destination marketing organization for Thurston County.

INVOICE
CITY OF TUMWATER
TOURISM/LODGING TAX PROGRAM FUNDING

CONTACT PERSON: Kelly Campbell Employer Identification Number: 91-1735847

AGENCY: Visitor & Convention Bureau of Thurston County
dba: Experience Olympia and Beyond DATE: 5.22.23

ADDRESS P.O. Box 1394 PHONE: 360-280-0830

Olympia, WA 98507 EMAIL: kelly@experienceolympia.com

Proof of Payment Must Be Attached

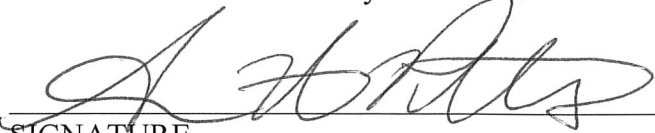
The agency identified above provided the following services to the City of Tumwater to promote tourism (see RCW 67.28.080).

<u>Services Provided (Scope of Services/Exhibit A)</u>	<u>Date(s) Provided</u>	<u>Cost (Itemized)</u>
1 Green Rubino Inv#130684	4.1.23	4825.00
2 Green Rubino #130834	5.1.23	4825.00
3 Faye Designs/Corrie Dornhecker #1.25 to 2.6.23	2.25.23	701.25
4 Datafy inv#3536	4.1.23	2569.74
5 Datafy inv#3654	5.1.23	2642.13
6 Rapt LLC #108 1/2 Tumwater's Rich Brewing History	3.3.23	10,000.00
7 Lynx Group #05434 VG printing	5.4.23	10,736.88

TOTAL AMOUNT REQUESTED: \$ 36300.00

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



TITLE

Please email this invoice to:

Hanna M. Miles
Executive Department
555 Israel Road SW



Invoice

GreenRubino
1114 E Pike St, 3rd Floor
Seattle, WA 98122-3916
EIN: 91-1500229

Experience Olympia & Beyond
Annette Pitts
PO Box 1394
Olympia, WA 98507

Invoice # INV-130684
Invoice Date 4/1/2023
Due Date 5/1/2023
Terms Net 30

Project EXOLY15626 - Public Relations Services 2023
AE Sarah Chase

Public Relations - April 2023

Expenses \$4,675.00

Expense Detail

Description

Database Management Services

Amount

\$150.00

Expense Subtotal: \$150.00

\$150.00

Invoice Total \$4,825.00

Amount Due \$4,825.00

ACH Information:
Columbia State Bank
Routing: 125108272
Account: 7000518162



Invoice

GreenRubino
1114 E Pike St, 3rd Floor
Seattle, WA 98122-3916
EIN: 91-1500229

Experience Olympia & Beyond
Annette Pitts
PO Box 1394
Olympia, WA 98507

Invoice # INV-130834
Invoice Date 5/1/2023
Due Date 5/31/2023
Terms Net 30

Project EXOLY15626 - Public Relations Services 2023
AE Sarah Morden

Public Relations - May 2023	\$4,675.00
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Expenses

Expense Detail

Description	Amount
Database Management Services	\$150.00
Expense Subtotal:	\$150.00
	\$150.00
Invoice Total	\$4,825.00
Amount Due	\$4,825.00

ACH Information:
Columbia State Bank
Routing: 125108272
Account: 7000518162

Corrie Dornhecker • Faye Designs
1402 Thurston Ave. NE • Olympia, WA 98506
(360) 789-8408 • jamcor@comcast.net

2125723

INVOICE

01/25/2023: New logo download, copy Guide to Word
6:00PM - 7:30PM 1.50 hours @ \$85/hour \$127.50
8:15PM - 9:00PM 0.75 hours @ \$85/hour \$63.75

01/26/2023: Sales Sheet Layout
6:00PM - 9:00PM 3.0 hours @ \$85/hour \$255.00

02/01/2023: Sales Sheet Revisions
6:30AM - 7:45AM 1.25 hours @ \$85/hour \$106.25
6:15PM - 7:00PM 0.75 hours @ \$85/hour \$63.75

02/02/2023: Sales Sheet Revisions
7:00AM - 7:30PM 0.5 hours @ \$85/hour \$42.50

02/06/2023: Pull various previous files, wetransfer
6:00PM - 6:30PM 0.5 hours @ \$85/hour \$42.50

③

Total Due \$701.25

Taxes are included in total cost.

Datafy LLC

NEW ADDRESS 5974 Fashion Point Dr #200
South Ogden, UT 84403 US
denee@datafyhq.com
www.datafyhq.com

**INVOICE****BILL TO**

Annette Pitts
Experience Olympia & Beyond
PO Box 1394
Olympia, WA 98507

INVOICE
DATE
TERMS
DUE DATE

3536
04/01/2023
Net 30
05/01/2023

4

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Monthly Data Analytics Dashboard	Platinum Dashboard 30% discount off \$3347	1	2,412.90	2,412.90T

Contract Aug 1, 2022 - Dec 31, 2023

SUBTOTAL	2,412.90
TAX	156.84
TOTAL	2,569.74
BALANCE DUE	\$2,569.74

Datafy LLC

NEW ADDRESS 5974 Fashion Point Dr #200
South Ogden, UT 84403 US
denee@datafyhq.com
www.datafyhq.com

**INVOICE**

BILL TO
Annette Pitts
Experience Olympia & Beyond
PO Box 1394
Olympia, WA 98507

INVOICE 3654
DATE 05/08/2023
TERMS Net 30
DUE DATE 06/07/2023

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Monthly Data Analytics Dashboard	Platinum Dashboard 30% discount off \$3347	1	2,412.90	2,412.90T

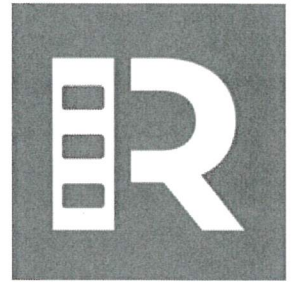
Contract Aug 1, 2022 - Dec 31, 2023

SUBTOTAL	2,412.90
TAX	229.23
TOTAL	2,642.13
BALANCE DUE	\$2,642.13

5

RAPT LLC

205 Erie St SE
Tumwater, WA 98501 US
+1 9165480132
austin@raptvisuals.com

**INVOICE**

BILL TO
Kelly Campbell
Visitor & Convention Bureau of Thurston County DbA Experience Olympia & Beyond
2424 Heritage Ct. SW, Suite 101
Olympia, WA 98502 USA

INVOICE 1083
DATE 03/02/2023
TERMS Due on receipt
DUE DATE 03/02/2023

6

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
02/28/2023	Video Production	Tumwater's Rich Brewing History Balance	1	20,000.00	20,000.00

PAYMENT 20,000.00

BALANCE DUE **\$0.00**
PAID

6 10,000.00



LYNX GROUP, INC.
QUALITY PRINTING

Invoice

Lynx Group, Inc
2746 Front Street NE
Salem, OR 97301
T 503-588-9339
F 503-588-8376
Salesperson: House
Account Manager: Karen Maloney

Page: 1 of 1

**Visitor & Convention Bureau
of Thurston County**
PO Box 1394
Olympia WA 98507
United States

Invoice No. Attention Terms Invoice Date	INV05434 Kelly Campbell Payment on Delivery 05/04/23
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Due Date	05/04/23
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Amount Due	\$43,061.19
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Invoice Summary

2023-2024 Visitor Guide w/ Map

Quote No. Q04858v7	Job No. J06856	Purchase Order No.	Quantity	Amount
2023-2024 Visitor Guide with Map			55000	\$38,307.23
Freight charge to Certified Folder FedEx Freight			1	\$1,011.13

Subtotal	\$39,318.36
Tax	\$3,742.83
Total Price	\$43,061.19

⑦

10,736.88

PLEASE NOTE: ONE AND ONE-HALF PERCENT PER MONTH LATE PAYMENT CHARGE ON PAST DUE BALANCE, OR IF LESS, THE MAXIMUM AMOUNT PERMITTED BY APPLICABLE LAW. PURCHASER AGREES TO PAY COLLECTION COSTS, INCLUDING ATTORNEY'S FEE IF THE AMOUNT IS COLLECTED BY SUIT OR OTHERWISE

GreenRubino				4/13/2023	
Date	Type	Reference	Original Amt.	Balance Due	Discount
4/1/2023	Bill	#130684	4,825.00	4,825.00	
				Check Amount	Payment
					4,825.00
					4,825.00

Heritage Checking

4,825.00

Experience Olympia & Beyond Visitor & Convention Bureau of Thurston County

12037

GreenRubino				5/19/2023	
Date	Type	Reference	Original Amt.	Balance Due	Discount
5/1/2023	Bill	#130834	4,825.00	4,825.00	
				Check Amount	Payment
					4,825.00
					4,825.00

Heritage Checking

4,825.00

Corrie Dornhecker

Date	Type	Reference	Original Amt.	Balance Due	2/27/2023 Discount	Payment
2/25/2023	Bill	02252023	701.25	701.25		701.25
					Check Amount	701.25

(3)

Heritage Checking

701.25

Datafy LLC

Date	Type	Reference	Original Amt.	Balance Due	4/3/2023 Discount	Payment
4/1/2023	Bill	#3536	2,569.74	2,569.74		2,569.74
					Check Amount	2,569.74

(4)

Heritage Checking

2,569.74

Datafy LLC					5/15/2023	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
5/8/2023	Bill	#3654	2,642.13	2,642.13		2,642.13
					Check Amount	2,642.13

5

Heritage Checking

2,642.13

Experience Olympia & Beyond / Visitor & Convention Bureau of Thurston County

11960

Rapt LLC					3/10/2023	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
3/3/2023	Bill	#1083 balance	20,000.00	20,000.00		20,000.00
					Check Amount	20,000.00

6
10,000

Heritage Checking

Tumwater's Rich Brewing History

20,000.00

Lynx Group, Inc.

Date	Type	Reference	Original Amt.	Balance Due	5/8/2023 Discount	Payment
4/4/2023	Bill	#05434	43,061.19	43,061.19		43,061.19
					Check Amount	43,061.19

(7)

Heritage Checking

43,061.19

City of Tumwater Lodging Tax Final Report Form

Organization's Name: Visitor & Convention Bureau of thurston County dba Experience Olympia & Beyond

Submitted By: Annette Pitts

Date: 1/30/2023

Email Address: annette@experienceolympia.com

Phone: 509-881-8587

This Report Covers:

Activity Name: tourism marketing

Activity Type: ☐ Special Event/Festival

☒ Marketing/Tourism
Promotion Agency

☐ Facility

Activity Start Date: 1/01/2022

Activity End Date: 12/31/2022

Total Activity Cost: \$1,396,285.00

Total amount of Tumwater lodging tax funds requested: \$60,000.00

Total amount of Tumwater lodging tax funds expended: \$38,400.00

Total amount of lodging tax funds expended from all jurisdictions: \$253,400.00

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	<i>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</i>	PREDICTED:	33,367
		ACTUAL (ESTIMATED):	28,203
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: We use geolocation data (Datafy) that captures a sample of actual visitation to the area. We claim 5% attribution rate for our work.		
50+ MILES - ATTENDANCE	<i>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</i>	PREDICTED:	31,302
		ACTUAL (ESTIMATED):	20,286
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: We use geolocation data (Datafy) that captures a sample of actual visitation to the area from 50+ miles away. We claim 5% attribution rate for our work.		
OUT OF STATE / COUNTRY - ATTENDANCE	<i>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</i>	PREDICTED:	5,339
		ACTUAL (ESTIMATED):	12,756
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: We use geolocation data (Datafy) that captures a sample of actual visitation from out of state to the area. We claim 5% attribution rate for our work.		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	5,138
		ACTUAL (ESTIMATED):	1,074
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: We use geolocation data (Datafy) that captures a sample of actual visitation from out of state to the area. We claim 5% attribution rate for our work.		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	11,281
		ACTUAL (ESTIMATED):	16,581
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: We use geolocation data (Datafy) that captures a sample of actual visitation to the area. We claim 5% attribution rate for our work. We subtract the number of day visitors and those found in Tumwater lodging properties.		
PAID LODGING NIGHTS	<i>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</i>	PREDICTED:	2,141
		ACTUAL (ESTIMATED):	8,502
	METHODOLOGY (definitions provided above): Structured Estimate		

	EXPLAIN TRACKING METHOD: We use geolocation data (Datafy) that captures a sample of actual visitation to the area in terms of room nights. We claim 5% attribution rate for our work.
--	--

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

While we may not be seeing overarching increases in all areas we track, we have heard from many of the festivals, events and activities that we help promote, that our work helped boost their attendance from out of area. We also saw huge increases in measurable intent to travel: website visitation increased by 68.39% over 2021 and up over 15.21% over 2019.

TUMWATER SPECIFIC QUESTIONS:

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

This year we brought a new industry-leading geofencing tool in-house to help us more accurately estimate visitation, so because we are comparing numbers from two differing methods, we are unclear of the volume difference from the previous year. That said, we believe that overall lodging visitation is still below pre-COVID numbers (with some variation among lodging properties). The tourism industry is still struggling to rebound, continuing to experience lingering effects of COVID, impacts from consumer concerns over recessionary predictions, and a year of escalating fuel costs. Our visitation figures were, however, trending in the right direction, and we are adjusting our sales and marketing efforts each month to respond to changing conditions within the hospitality and tourism industry.

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?

Photography, website, CRM, advertising and 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 intend to roll out a robust combined campaign to grow meeting, event and sports bookings as well as cross-channeling marketing to increase visitation in 2023.

Forms 990 / 990-EZ Return Summary

For calendar year 2021, or tax year beginning , and ending

**VISITORS AND CONVENTION BUREAU
OF THURSTON COUNTY**

91-1735847

Net Asset / Fund Balance at Beginning of Year 852,037

Revenue

Contributions	<u>217,936</u>	
Program service revenue	<u>1,037,249</u>	
Investment income	<u>2,591</u>	
Capital gain / loss		
Fundraising / Gaming:		
Gross revenue		
Direct expenses		
Net income		
Other income	<u>0</u>	
Total revenue		<u>1,257,776</u>

Expenses

Program services		
Management and general		
Fundraising		
Total expenses		<u>1,020,438</u>
Excess / (deficit)		<u>237,338</u>
Changes		<u>-249</u>

Net Asset / Fund Balance at End of Year **1,089,126**

Reconciliation of Revenue

Total revenue per financial statements	
Less:	
Unrealized gains	
Donated services	
Recoveries	
Other	
Plus:	
Investment expenses	
Other	
Total revenue per return	<u>1,257,776</u>

Reconciliation of Expenses

Total expenses per financial statements	
Less:	
Donated services	
Prior year adjustments	
Losses	
Other	
Plus:	
Investment expenses	
Other	
Total expenses per return	<u>1,020,438</u>

Balance Sheet

	Beginning	Ending	Differences
Assets	<u>868,952</u>	<u>1,119,237</u>	
Liabilities	<u>16,915</u>	<u>30,111</u>	
Net assets	<u>852,037</u>	<u>1,089,126</u>	<u>237,089</u>

Miscellaneous Information

Amended return _____
 Return / extended due date **11/15/22**
 Failure to file penalty _____

**DNM & ASSOCIATES, P.S.
PO BOX 1156
SHELTON, WA 98584
360-426-5667**

November 11, 2022

CONFIDENTIAL

Visitors and Convention Bureau
of Thurston County
P.O. Box 1394
Olympia, WA 98507

Dear :

We have prepared the following returns from information provided by you without verification or audit.

Return of Organization Exempt From Income Tax (Form 990)

We suggest that you examine these returns carefully to fully acquaint yourself with all items contained therein to ensure that there are no omissions or misstatements. Attached are instructions for signing and filing each return. Please follow those instructions carefully.

Enclosed is any material you furnished for use in preparing the returns. If the returns are examined, requests may be made for supporting documentation. Therefore, we recommend that you retain all pertinent records for at least seven years.

In order that we may properly advise you of tax considerations, please keep us informed of any significant changes in your financial affairs or of any correspondence received from taxing authorities.

If you have any questions, or if we can be of assistance in any way, please call.

Sincerely,

DNM & ASSOCIATES, P.S.

Filing Instructions

Visitors and Convention Bureau of Thurston County

Exempt Organization / Private Foundation Tax Return(s)

Taxable Year Ended December 31, 2021

Federal Filing Instructions

Your Form 990 for the year ended 12/31/21 shows no balance due.

Your return is being filed electronically with the IRS and is not required to be mailed. If you mail a paper copy of your return to the IRS it will delay the processing of your return. Your electronically filed return is not complete without your signature. You are using a Personal Identification Number (PIN) for signing your return electronically. Form 8879-TE, IRS *e-file* Signature Authorization for an Exempt Organization should be signed and dated by an authorized officer of the organization and returned as soon as possible to:

DNM & ASSOCIATES, P.S.
PO BOX 1156
SHELTON, WA 98584

Important: Your return will not be filed with the IRS until the signed Form 8879-TE has been received by this office.

Form **8879-TE****IRS e-file Signature Authorization
for a Tax Exempt Entity**

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service
Name of filer

For calendar year 2021, or fiscal year beginning, 2021, and ending, 20

▶ **Do not send to the IRS. Keep for your records.**
▶ **Go to www.irs.gov/Form8879TE for the latest information.****2021****VISITORS AND CONVENTION BUREAU
OF THURSTON COUNTY**EIN or SSN
91-1735847Name and title of officer or person subject to tax **CHRISTINA DANIELS
TREASURER****Part I Type of Return and Return Information**

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a** 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, 7b, 8b, 9b, or 10b**, 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	<input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	1,257,776
2a Form 990-EZ check here	<input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	
3a Form 1120-POL check here	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here	<input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	
6a Form 990-T check here	<input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	
7a Form 4720 check here	<input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	
8a Form 5227 check here	<input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b	
9a Form 5330 check here	<input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b	
10a Form 8038-CP check here	<input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22) ..	10b	

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 entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2021 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

☒ I authorize **DNM & ASSOCIATES, P.S.** to enter my PIN **29990** as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2021 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 entity, I will enter my PIN as my signature on the tax year 2021 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 ▶ **11/11/22****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.

91424498584

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2021 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 ▶ **11/11/22****ERO Must Retain This Form — See Instructions****Do Not Submit This Form to the IRS Unless Requested To Do So**

For Privacy Act and Paperwork Reduction Act Notice, see back of form.

Form **8879-TE** (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

2021**Open to Public
Inspection****A For the 2021 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**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 \$ **1,257,776****F** Name and address of principal officer:**KELLY GREEN****PO BOX 1394****OLYMPIA****WA 98507****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) (**6**) (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: ▶ **WWW.EXPERIENCEOLYMPIA.COM****H(c)** Group exemption number ▶**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L** Year of formation: **1996****M** State of legal domicile: **WA****Part I Summary**

Activities & Governance	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 <input type="checkbox"/> 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	17
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	17
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	5
	6 Total number of volunteers (estimate if necessary)	6	0
Revenue	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
	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	199,175	217,936
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	938,767	1,037,249
Expenses	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	2,160	2,591
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,140,102	1,257,776
	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		11,217
	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)	357,743	345,740
	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)	488,478	663,481
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	846,221	1,020,438
Net Assets or Fund Balances	19 Revenue less expenses. Subtract line 18 from line 12	293,881	237,338
	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	868,952	1,119,237
	22 Net assets or fund balances. Subtract line 21 from line 20	16,915	30,111
		852,037	1,089,126

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

DANIEL MORTENSEN, CPA

Preparer's signature

DANIEL MORTENSEN, CPA

Date

11/11/22Check ☐ if PTIN

self-employed

P01631156Firm'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

☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2021)

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:**WE STRENGTHEN THE REGION'S ECONOMY BY DEVELOPING MEANINGFUL EXPERIENCES AND PROMOTING TRAVEL TO VIBRANT THURSTON COUNTY.****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 \$ including grants of \$) (Revenue \$)
PRODUCE AND DISTRIBUTE VISITORS AND CONVENTION BUREAU PUBLICATIONS.**4b** (Code:) (Expenses \$ including grants of \$) (Revenue \$)
ADVERTISE THE REGION IN TRAVEL AND INDUSTRY PUBLICATIONS, BROADCAST MEDIA, AND THROUGH DIRECT SELLING TO INDUSTRY REPRESENTATIVES.**4c** (Code:) (Expenses \$ including grants of \$) (Revenue \$)
HOST AN ANNUAL MEETING TO INFORM MEMBERS AND STAKEHOLDERS OF TRENDS AND ACTIVITY IN THE TOURISM MARKET.**4d** Other program services (Describe on Schedule O.)

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

4e Total program service expenses ►

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		X
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	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		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		
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 Rev. Proc. 98-19? If "Yes," complete Schedule C, Part III		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		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		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		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		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		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	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		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		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		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		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		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII		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		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		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		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		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		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		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		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		X
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
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	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? <i>If "Yes," complete Schedule I, Parts I and III</i>	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? <i>If "Yes," complete Schedule J</i>	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? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	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? <i>If "Yes," complete Schedule L, Part I</i>	25a	
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? <i>If "Yes," complete Schedule L, Part I</i>	25b	
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? <i>If "Yes," complete Schedule L, Part II</i>	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? <i>If "Yes," complete Schedule L, Part III</i>	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? <i>If "Yes," complete Schedule L, Part IV</i>	28a	X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>	28b	X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>	28c	X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	29	X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30	X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31	X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	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? <i>If "Yes," complete Schedule R, Part I</i>	33	X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	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)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35b	
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36	
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? <i>If "Yes," complete Schedule R, Part VI</i>	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 ComplianceCheck 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	13
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	

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	5
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.	2b	X
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	
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? Note: See the instructions for additional information the organization must report on Schedule O.	13a	
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
17	Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in 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 ☒

Section A. Governing Body and Management

	1a	17	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.		17		
b Enter the number of voting members included on line 1a, above, who are independent	1b	17		
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 on 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 on 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 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.

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

KELLY CAMPBELL
OLYMPIA

809 LEGION WAY SE, SUITE 309

WA 98501

360-704-7544

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck 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, 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) ANNETTE PITTS	40.00									
CEO	0.00			X				56,859	0	0
(2) PATTY BELMONTE	1.00									
SECRETARY	0.00	X		X				0	0	0
(3) CHRISTINA DANIELS	1.00									
TREASURER	0.00	X		X				0	0	0
(4) MICHAEL DAVIDSON	1.00									
PAST PRESIDENT	0.00	X		X				0	0	0
(5) CHUCK DENNEY	1.00									
DIRECTOR	0.00	X						0	0	0
(6) JOE DOWNING	1.00									
DIRECTOR	0.00	X						0	0	0
(7) SUE FALASH	1.00									
VICE PRESIDENT	0.00	X		X				0	0	0
(8) SANS GILMORE	1.00									
DIRECTOR	0.00	X						0	0	0
(9) KELLY GREEN	1.00									
PRESIDENT	0.00	X		X				0	0	0
(10) DENISE HIBBELN	1.00									
DIRECTOR	0.00	X						0	0	0
(11) ED KUNKEL	1.00									
DIRECTOR	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/ 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			
(12) ASLAN MEADE	1.00									
AT LARGE EXECUTIVE	0.00	X						0	0	0
(13) JILL NELSON	1.00									
DIRECTOR	0.00	X						0	0	0
(14) MIKE REID	1.00									
DIRECTOR	0.00	X						0	0	0
(15) JACKLYNN ROBERTS	1.00									
DIRECTOR	0.00	X						0	0	0
(16) BEN SCHOLL	1.00									
DIRECTOR	0.00	X						0	0	0
(17) JOSH STOTTLEMYER	1.00									
DIRECTOR	0.00	X						0	0	0
(18) EILEEN SWARTHOUT	1.00									
DIRECTOR	0.00	X						0	0	0
(19) SHINA WYSOCKI	1.00									
DIRECTOR	0.00	X						0	0	0
1b Subtotal								56,859		
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)								56,859		

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 RevenueCheck 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	9,000				
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	145,447				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	63,489				
	g Noncash contributions included in lines 1a-1f	1g	\$ 45				
	h Total. Add lines 1a-1f			217,936			
	Program Service Revenue			Business Code			
2a PROMOTIONAL CONTRACTS			900099	785,114	785,114		
b LODGING TAX			900099	249,000	249,000		
c OTHER SERVICES			541800	3,135	3,135		
d							
e							
f All other program service revenue							
g Total. Add lines 2a-2f				1,037,249			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			2,591			2,591
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6a Gross rents	(i) Real	(ii) Personal				
	b Less: rental expenses						
	c Rental inc. or (loss)						
	d Net rental income or (loss)						
	7a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
	b Less: cost or other basis and sales exps.						
	c Gain or (loss)						
	d Net gain or (loss)						
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18						
	b Less: direct expenses						
	c Net income or (loss) from fundraising events						
	9a Gross income from gaming activities. See Part IV, line 19						
	b Less: direct expenses						
c Net income or (loss) from gaming activities							
10a Gross sales of inventory, less returns and allowances							
b Less: cost of goods sold							
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			1,257,776	1,037,249	0	2,591	

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	11,217			
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	56,859			
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	233,954			
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	28,876			
10 Payroll taxes	26,051			
11 Fees for services (nonemployees):				
a Management				
b Legal	2,190			
c Accounting	2,306			
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.)	23,415			
12 Advertising and promotion	528,640			
13 Office expenses	8,462			
14 Information technology	18,975			
15 Royalties				
16 Occupancy	24,028			
17 Travel	6,213			
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	4,607			
23 Insurance	4,290			
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 TPA ADMINISTRATION FEES	16,089			
b SMALL EQUIPMENT	8,519			
c COMMUNITY RELATIONSHIP	7,585			
d STAFF TRAINING	6,459			
e All other expenses	1,703			
25 Total functional expenses. Add lines 1 through 24e	1,020,438	0	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 <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance SheetCheck 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	324,898	1	37,446
	2 Savings and temporary cash investments	495,768	2	993,113
	3 Pledges and grants receivable, net	5,250	3	15,000
	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	1,362	8	607
	9 Prepaid expenses and deferred charges	32,485	9	68,489
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 33,871		
	b Less: accumulated depreciation	10b 29,289	10c	4,582
	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)	868,952	16	1,119,237	
Liabilities	17 Accounts payable and accrued expenses	16,915	17	30,111
	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	16,915	26	30,111
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	852,037	27	1,089,126
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> 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	852,037	32	1,089,126
33 Total liabilities and net assets/fund balances	868,952	33	1,119,237	

Part XI Reconciliation of Net AssetsCheck 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	1,257,776
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,020,438
3	Revenue less expenses. Subtract line 2 from line 1	3	237,338
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	852,037
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	-249
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	1,089,126

Part XII Financial Statements and ReportingCheck 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: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> 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? 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: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	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: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		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.		
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?		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		

**Schedule B
(Form 990)**Department of the Treasury
Internal Revenue Service**Schedule of Contributors**

► **Attach to Form 990 or Form 990-PF.**
 ► **Go to *www.irs.gov/Form990* for the latest information.**

OMB No. 1545-0047

2021

Name of the organization

**VISITORS AND CONVENTION BUREAU
OF THURSTON COUNTY**

Employer identification number

91-1735847

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)(**6**) (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 foundationCheck 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

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33¹/₃% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), 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), 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).

Name of organization

VISITORS AND CONVENTION BUREAU

Employer identification number

91-1735847**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	N/A	\$ 40,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	N/A	\$ 15,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	N/A	\$ 90,447	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	N/A	\$ 54,444	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	N/A	\$ 9,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

**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

2021**Open to Public
Inspection**

Name of the organization

**VISITORS AND CONVENTION BUREAU
OF THURSTON COUNTY**

Employer identification number

91-1735847**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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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).

<input type="checkbox"/> Preservation of land for public use (for example, recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> 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 ☐ Yes ☐ No

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:

- (i) Unrelated organizations
 (ii) Related organizations

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

	Yes	No
3a(i)		
3a(ii)		
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				
d Equipment				
e Other		33,871	29,289	4,582
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				4,582

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. (Column (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. (Column (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)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

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)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	

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	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	
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	

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	
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	
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	

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.

**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

2021**Open to Public
Inspection**

Name of the organization

**VISITORS AND CONVENTION BUREAU
OF THURSTON COUNTY**

Employer identification number

91-1735847**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? ☐ 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 noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
(1)	AMERICAN LUNG ASSOCIATION 5601 6TH AVENUE S, SUITE 460 SEATTLE WA 98108	13-1632524		10,000				
(2)								
(3)								
(4)								
(5)								
(6)								
(7)								
(8)								
(9)								

- 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 ▶

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule I (Form 990) (2021)

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 noncash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
1					
2					
3					
4					
5					
6					
7					

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

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**SCHEDULE O
(Form 990)**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 Form 990-EZ.

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

OMB No. 1545-0047

2021**Open to Public
Inspection**Name of the organization **VISITORS AND CONVENTION BUREAU
OF THURSTON COUNTY**Employer identification number
91-1735847**FORM 990, PART III, LINE 4D - ALL OTHER ACCOMPLISHMENTS****PRODUCE AND DISTRIBUTE VISITORS AND CONVENTION BUREAU PUBLICATIONS.****FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990****FORM 990 IS REVIEWED BY THE BOARD'S TREASURER BEFORE FILING. COPIES OF FORM
990 ARE AVAILABLE TO ALL DIRECTORS.****FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY****BOARD MEMBERS ARE RESPONSIBLE FOR PROVIDING INFORMATION REGARDING CONFLICTS
OF INTEREST AND TO RECUSE THEMSELVES FROM THE DECISION MAKING PROCESS OF
RELATED ITEMS.****FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL****THE EXECUTIVE DIRECTOR UNDERGOES AN ANNUAL REVIEW DURING WHICH COMPENSATION
IS ANALYZED USING COMPARABILITY DATA AND IS UPDATED AS NEEDED.****FORM 990, PART VI, LINE 15B - COMPENSATION PROCESS FOR OFFICERS****THE OFFICERS UNDERGO AN ANNUAL REVIEW DURING WHICH COMPENSATION IS
ANALYZED USING COMPARABILITY DATA AND IS UPDATED AS NEEDED.****FORM 990, PART VI, LINE 18 - NO PUBLIC DISCLOSURE EXPLANATION****THE ORGANIZATION RESPONDS TO WRITTEN REQUESTS.****FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION****THE ORGANIZATION RESPONDS TO WRITTEN REQUESTS.**

Form **4562****Depreciation and Amortization**
(Including Information on Listed Property)

▶ Attach to your tax return.

OMB No. 1545-0172

2021Attachment
Sequence No. **179**Department of the Treasury
Internal Revenue Service (99)▶ Go to www.irs.gov/Form4562 for instructions and the latest information.Name(s) shown on return **VISITORS AND CONVENTION BUREAU
OF THURSTON COUNTY**Identifying number
91-1735847

Business or activity to which this form relates

INDIRECT DEPRECIATION**Part I Election To Expense Certain Property Under Section 179****Note:** If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,050,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,620,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2020 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2022. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.**Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)**

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	4,607

Part III MACRS Depreciation (Don't include listed property. See instructions.)**Section A**

17	MACRS deductions for assets placed in service in tax years beginning before 2021	17	0
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		

Section B—Assets Placed in Service During 2021 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a 3-year property						
b 5-year property						
c 7-year property						
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property			25 yrs.		S/L	
h Residential rental property			27.5 yrs.	MM	S/L	
i Nonresidential real property			39 yrs.	MM	S/L	

Section C—Assets Placed in Service During 2021 Tax Year Using the Alternative Depreciation System

20a Class life					S/L	
b 12-year			12 yrs.		S/L	
c 30-year			30 yrs.	MM	S/L	
d 40-year			40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	4,607
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

Form **4562** (2021)

Federal Asset Report**Form 990, Page 1**

Asset	Description	Date In Service	Cost	Bus %	Sec 179	Bonus	Basis for Depr	PerConv Meth	Prior	Current
Other Depreciation:										
1	Server	12/31/09	2,168				2,168	5 MO S/L	2,168	0
2	Intel 13-550 Computer Sys	10/14/11	1,108				1,108	5 MO S/L	1,108	0
3	Office Equipment	1/30/12	1,220				1,220	7 MO S/L	1,220	0
4	6 Workstations	10/06/14	4,678				4,678	7 MO S/L	3,734	669
5	Equipment	7/01/15	979				979	7 MO S/L	770	140
6	Network backup system	6/15/15	1,826				1,826	5 MO S/L	1,826	0
7	Macbook	10/15/15	1,809				1,809	5 MO S/L	1,809	0
8	Desktop scanner	12/15/15	441				441	5 MO S/L	441	0
9	Dell Optiplex	6/02/16	776				776	5 MO S/L	711	65
10	Epson Projector	8/06/16	326				326	5 MO S/L	287	39
11	Canon Camera	12/13/16	549				549	5 MO S/L	449	100
12	Monitor	12/14/16	165				165	5 MO S/L	135	30
13	Furniture	8/04/17	2,990				2,990	5 MO S/L	2,043	598
14	Computer Equipment	12/15/17	6,323				6,323	5 MO S/L	3,900	1,264
15	TVs	12/31/17	1,329				1,329	5 MO S/L	798	266
16	Room Dividers	12/31/17	1,031				1,031	5 MO S/L	618	206
17	Workstation	12/31/17	1,673				1,673	5 MO S/L	1,005	334
18	Shelving	12/31/17	630				630	5 MO S/L	378	126
19	Dell XPS 13 Computer	7/01/18	1,502				1,502	5 MO S/L	750	301
20	DELL COMPUTER	11/07/19	1,365				1,365	5 MO S/L	319	273
21	DELL LATITUDE	12/12/19	983				983	5 MO S/L	213	196
Total Other Depreciation			<u>33,871</u>				<u>33,871</u>		<u>24,682</u>	<u>4,607</u>
Total ACRS and Other Depreciation			<u>33,871</u>				<u>33,871</u>		<u>24,682</u>	<u>4,607</u>
Grand Totals			33,871				33,871		24,682	4,607
Less: Dispositions and Transfers			0				0		0	0
Less: Start-up/Org Expense			0				0		0	0
Net Grand Totals			<u>33,871</u>				<u>33,871</u>		<u>24,682</u>	<u>4,607</u>

Federal Statements**Taxable Interest on Investments**

Description	Amount	Unrelated Business	Exclusion Code	Postal Code	Acquired after 6/30/75	US Obs (\$ or %)
	\$ 2,591		14			
TOTAL	\$ 2,591					

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

Description	Total Expenses	Program Service	Management & General	Fund Raising
OTHER FEES	\$ 23,415	\$ 23,415	\$	\$
TOTAL	\$ 23,415	\$ 23,415	\$ 0	\$ 0

Form 990, Part IX, Line 24e - All Other Expenses

Description	Total Expenses	Program Service	Management & General	Fund Raising
TRADESHOW EXPENSE	\$ 1,295	\$ 1,295	\$	\$
MISC. EXPENSE	408	408		
TOTAL	\$ 1,703	\$ 1,703	\$ 0	\$ 0

DNM & ASSOCIATES, P.S.
PO BOX 1156
SHELTON, WA 98584

Visitors and Convention Bureau
of Thurston County
P.O. Box 1394
Olympia, WA 98507
|||||

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
MICHELE BROWITT

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

COPY

ARTICLES OF INCORPORATION
OF
OLYMPIA AREA VISITOR-CONVENTION BUREAU

FILED
AUG 9 1973
A. LUDLOW KRAMER
SECRETARY OF STATE

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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PEBBLES, SWANSON & LINDSKOG
Attorneys at Law
202-212 Security Building
Olympia, Washington 98501

Page One

 COPY

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

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 Deats	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 Assn 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.

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PEBBLES, SWANSON & LINDSKOG
Attorneys at Law
202-212 Security Building
Olympia, Washington 98501

Page Three

 COPY

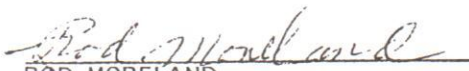

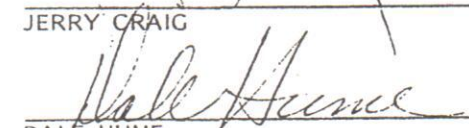
Article IX
INCORPORATORS

The names and addresses of the incorporators of the corporation 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

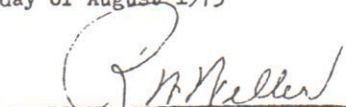
Article X
DISSOLUTION

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

Page Four



APR 1 1983

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.

SECRETARY OF STATE
STATE OF WASHINGTON

- (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 Blair Morgan & Lynn Jacobs 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

COPY

RALPH MUNRO
SECRETARY OF STATE



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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PAGE 10 / INVESTIGATIONS AND CONDUCT

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PAGE 15 / BOARD COVENANT

PAGE 16 / BOARD JOB DESCRIPTION & RESPONSIBILITIES

PAGE 18 / BOARD SELF-EVALUATION

PAGE 18 / BOARD ORIENTATION

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 OLTVCB; 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.

2023 Board of Directors										
First	Last	Position	Title	Organization	Street	City	State	Zip	Primary #	Second #
Sue	Falash	President	Facilities & Athletics Manager	Regional Atheltic Complex	8345 Steilacoom Rd. SE	Olympia	WA	98513	(360) 438-2694	(253) 227-2643
Christina	Daniels	Treasurer	Owner	Hubers Gasthaus	2312 Friendly Grove RD	Olympia	WA	98506	(360) 943-6543	(360) 481-0648
Patty	Belmonte	Secretary	CEO	Hands On Childrens Museum	414 Jefferson St SE	Olympia	WA	98501	(360) 956-0818 ex. 141	(360) 789-9061
Jeetu	Chaudhry	Board Director	General Manager	Holiday Inn Express	4460 3rd Avenue SE	Lacey	WA	98503	360-491-7985	310-926-8315
Michael	Davidson	Board Director	GSM - Tracker Boat / ATV Center	Cabela's	1600 Gateway Blvd NE	Lacey	WA	98516	360-252-3509	360-791-2596
Chuck	Denney	Board Director		Director, Parks & Recreation	City of Tumwater	555 Israel Road SW	Tumwater	WA	98501	(360) 754-4160 (360) 239-6314
Amy	Evans Harding	Board Director	Port Commissioner	Port of Olympia	606 Columbia St NW, Suite 300	Olympia	WA	98501	(406) 260-5530	
Sans	Gilmore	Board Director	Attorney	Sans Gilmore, P.S., Inc.	2646 RW Johnson Blvd SW STE 100	Tumwater	WA	98512	(360) 489-1120	
Angela	Jefferson	Board Director	Councilmember	City of Tumwater	555 Israel Rd SW	Tumwater	WA	98502	(360) 349-1878	
Ed	Kunkel	Board Director	Councilmember	City of Lacey	420 College St. SE	Lacey	WA	98503	(360) 489-9533	360-789-4708
Hanford	McCloud	Board Director	6th Tribal Council Member	Nisqually Indian Tribe	4820 She Nah Num Drive SE	Olympia	WA	98513	(360) 456-5221	
Jill	Nelson	Board Director	Owner	Nelson Ranch	3624 Waldrick Rd SE	Olympia	WA	98501	(360) 352-4124	360-970-0304
Mike	Reid	Board Director	Economic Development Director	City of Olympia	120 State Ave NE #113	Olympia	WA	98501	(360) 753-8591	360-480-9167
Line	Roy	Board Director	Communications & Recreation	City of Yelm	106 2nd Street SE	Yelm	WA	98597	(360) 458-3244	719-439-1754
Satpal	Sohal	Vice President	Owner	La Quinta Inn & Suites Tumwater	4600 Capitol Blvd SE	Tumwater	WA	98501	(360) 352-5433	206-229-5246
Brandon	Staff	Board Director	Global Supply Chain Specialist	Boeing	1766 Vista Loop SW	Tumwater	WA	98512	541-821-3243	
Rick	Walk	Baord Director	City Manager	City of Lacey	420 College St. SE	Lacey	WA	98503	(360) 491-5642	360-339-0475
Shina	Wysocki	Board Director	Owner	Chelsea Farms Oyster Bar	6438 Young Rd NW	Olympia	WA	98502	(360) 701-8358	360-701-8358
Annette	Pitts	Staff Member	CEO	Experience Olympia & Beyond	2424 Heritage Ct. SW, Ste 101	Olympia	WA	98502	(360) 704-7544 ex. 2	509-881-8587
Kelly	Campbell	Staff Member	VP Finance & Administration	Experience Olympia & Beyond	2424 Heritage Ct. SW, Ste 101	Olympia	WA	98502	(360) 704-7544 ex. 7	360-280-0830

CITY OF TUMWATER
 LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: AUGUST 30, 2023, 12PM/NOON *Postmarks, late, or incomplete applications will not be accepted*

ATTENTION: CITY OF TUMWATER
 HANNA MILES – EXECUTIVE DEPARTMENT

ADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

<u>Tumwater Valley Golf Club/Tumwater Parks & Recreation</u>	<u>91-6001520</u>
Organization/Agency Name	Federal Tax ID Number
<u>Todd Anderson</u>	<u>Recreation Manager</u>
Contact Name	Title
<u>555 Israel Road SW</u>	<u>Tumwater WA 98501</u>
Mailing Address	City State Zip
<u>360-239-6315</u>	<u>www.tumwatervalleygc.com</u>
Phone	Website
	<u>tanderson@ci.tumwater.wa.us</u>
	Email Address

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

Amount Requested: \$2,000 Total Project / Event Budget: \$20,000

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

Tumwater Valley Golf Club will host the WIAA State High School Golf Championships. This event has proven to fill our local hotels, restaurants and other local businesses.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 2 - 4 number of years

<u>WIAA High School State Golf Championships</u>	<u>TVGC & 3 other local courses.</u>	<u>May of 2024</u>
Name of Event/Festival	Location	Date of Event/Festival

<u>May of 2023</u>	
Event/Festival Website (if different than above)	If an existing event, last year's date of event

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.

<u>Todd Anderson, Recreation Manager</u>	<u>Todd Anderson</u>	<u>8/24/23</u>
Name and Title	Signature (e-signature or original)	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 www.ci.tumwater.wa.us/LodgingTax.)

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 2024 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 competing to win these bids on a regular basis. If successful with securing these LTAC funds, we will purchase a set of outdoor dual wireless sound system, ten logo table covers, signage and flags that will be used for the closing ceremony as well as during the event.

- 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?

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.

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?

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 at the closing ceremony with a new portable dual wireless sound system and ten new stretch fabric table covers.

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 multiple times throughout the year to play practice rounds.

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

In 2023, 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. The feedback from Experience Olympia and Beyond was 150 Tumwater hotel room nights were booked for this event at an economic impact totalling \$138,000.

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) Overall attendance | <u>400 players</u> |
| b) Staying for the day only <i>and traveling more than fifty miles</i> or more one way from their place of residence or business | <u>50 players</u> |
| c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) | <u>175 players</u> |
| d) Staying overnight in paid accommodations away from their place of residence or business | <u>150 players</u> |
| e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and traveling fifty miles or more one way from their place of residence or business</i> | <u>25 players</u> |

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

f) **Total number of paid lodging nights** generated in Tumwater

Two

g) 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. We also host dozens of large tournaments each year with groups and events from around the state. We are also now the home course for the new South Puget Sound Community College golf team and will be competing to host community college tournaments in 2025, which will draw competitors from all of Washington and Oregon.

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?

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

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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.

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.

It simply comes down to execution and course conditions at the very highest level. Execution goes well beyond the tournament itself. The entire community rallies behind this event in support of 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 - Todd Anderson

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:		\$1,500.00
Gift Shop:		
Vendor Fees:		
Fundraising Activities:		
City of Lacey Lodging Tax:		
City of Olympia Lodging Tax:		
City of Tumwater Lodging Tax:		\$4,500.00
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)		
Other Source:		
Other Source:		
Other Source:		
TOTAL REVENUE:		\$6,000.00

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:		Wireless Sound System & Table Covers
Facility / Event Venue Rental:		
Travel: (please specify)		
All Other Expenses: (please specify)	Outdoor Sound System/Mic	\$4,750.00
Other Expense:	Logo Table Covers	\$750.00
Other Expense:	Signage/Flags	\$500.00
Other Expense:		
TOTAL EXPENSES:		\$6,000.00
PROGRAM EXCESS (DEFICIT):		\$0.00

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	<i>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</i>	PREDICTED:	2,500
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
50+ MILES - ATTENDANCE	<i>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</i>	PREDICTED:	175
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
OUT OF STATE / COUNTRY - ATTENDANCE	<i>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</i>	PREDICTED:	5
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	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	<i>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</i>	PREDICTED:	50
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Event canceled due to COVID-19		
PAID LODGING NIGHTS	<i>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</i>	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.

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

Rcvd 08/27/2023

APPLICATION DEADLINE: **AUGUST 30, 2023, 12PM/NOON** Postmarks, late, or incomplete applications will not be accepted

ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT

ADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

<u>Tumwater Soccer Club (TSC)</u> Organization/Agency Name	<u>03-0509999</u> Federal Tax ID Number
<u>Craig Boone</u> Contact Name	<u>TSC - Kick In The Grass Director</u> Title
<u>PO Box 14304</u> Mailing Address	<u>Tumwater WA 98511</u> City State Zip
<u>(360) 701-6818</u> Phone	<u>tumwatersoccerclub@gmail.com</u> Email Address
<u>www.tumwatersoccerclub.org</u> Website	

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

Amount Requested: \$15,000.00 Total Project / Event Budget: \$41,000.00

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

Longest running youth soccer tournament in Washington. Teams range in age from U10 to U19.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 45 number of years

<u>Kick In The Grass Soccer Tournament</u> Name of Event/Festival	<u>Tumwater, WA</u> Location	<u>July 2024</u> Date of Event/Festival
--	---------------------------------	--

July 14 thru 16, 2023

Event/Festival Website (if different than above) If an existing event, last year's date of event

CERTIFICATION

I hereby state on behalf of Tumwater Soccer Club 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.

Craig Boone - TSC Kick In The Grass Director
Name and Title


Signature (e-signature or original)

Digitally signed by Craig R. Boone
Date: 2023.08.27 09:24:44 -07'00'
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 the Kick In The Grass soccer tournament is to raise funds that enable the Tumwater Soccer Club to provide affordable local soccer to children 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 www.ci.tumwater.wa.us/LodgingTax.)

The lodging tax funds will be used to offset costs associated with running the tournament. The costs include field rentals, equipment, referee fees, tournament awards and administrative expenses.

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

No major changes are planned.

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 KITG Tournament typically has about 30 volunteers that help layout and paint soccer fields, set up the venues, serve as field marshals, collect garbage, hand out awards, and administer the tournament. The tournament weekend alone can utilize up to 300-hours of volunteer effort. Pre-tournament planning and post tournament reporting can utilize upwards of 100-hours of volunteer effort.

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. We associate ourselves with 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?

The requested funds (\$15,000) would cover approximately 37% of the 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.

Our three day tournament can draw upwards of 6,000 participants to the area (players, coaches, and spectators). Many of these participants stay in Tumwater hotels and eat at Tumwater restaurants.

In the weeks leading up to the tournament, we distribute letters notifying local businesses of the tournament. Many of the businesses tell us that the weekend of the tournament is one of their busiest weekends of the year.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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

Our tournament is played on soccer fields around the City of Tumwater. All of the lodging, food services, gas stations, coffee shops, and grocery stores in Tumwater benefit from the KITG tournament.

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

The primary function of our tournament is to raise funds for TSC. The lodging tax funds allow us to maximize our income by offsetting our operational costs. We use the proceeds of the tournament to maintain affordable soccer opportunities for the kids in Tumwater. By keeping our registration costs down we are able to draw more players and create more teams. More teams mean more local games and more teams from other communities traveling to Tumwater to play throughout the year. The lodging tax funds also allow us to keep our tournament registration fees down. This allows us to draw in more teams by offering a very affordable tournament experience for team throughout Washington.

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) Overall attendance	<u>6,500</u>
b) Staying for the day only <i>and</i> traveling more than fifty miles or more one way from their place of residence or business	<u>800</u>
c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries)	<u>100</u>
d) Staying overnight in paid accommodations away from their place of residence or business	<u>1,100</u>
e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i> traveling fifty miles or more one way from their place of residence or business	<u>200</u>
f) Total number of paid lodging nights generated in Tumwater	<u>600</u>

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

We estimated the number of player, coaches, and spectators based on the number of teams that participated. We know how far participants are traveling based on their place of origin reported in the registration process. During registration we ask participating teams if they will be staying in local hotels. We use this data to estimate the number of participants staying in local hotels and the number of room nights.

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 utilize our registration data to estimate the number of participants and the distance they travel to attend. Also, during registration, we will ask each team if they plan to stay overnight in Tumwater. For a sample, please see our post tournament report for the 2023 tournament.

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

We will post local hotel information with booking information on our website so that teams registering can see what Tumwater Soccer Club recommends for local accommodations.

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.

In addition to the tournament we send out emails to the participants referencing local attractions, parks, and things to do in-between games. We schedule games a minimum of 3-hours apart and only 2 games a day. This gives players and parents an opportunity to explore the community.

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 give us the confidence and financial stability to keep both our tournament registration fees and regular recreation league registration fees down and provide affordable soccer opportunities. If the KITG is not a profitable venture for TSC we would be forced to raise our registration fees to cover our costs. This could discourage some from participating in both the tournament and our recreation league play.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility.

We depend on the Tumwater Parks and Recreation Dept., the Tumwater School District, and Capital Soccer Fields Complex for fields. We also depend on the Quad County Soccer Referee Association to provide referees for the tournament. Our volunteers are comprised mostly of TSC 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 KITG tournament is the longest running soccer tournament in Washington State. It has a rich history that draws clubs back to our community year after year. Our tournament is also one of the most affordable sanctioned tournaments in Washington. This is a key draw for the smaller clubs that do not have the funds for the tournaments hosted in big cities with brand name sponsors. Our community is very inviting to these teams from outside our area. Visiting teams love the sense of a small town community, while still getting that big tournament feeling. Between that and the great fields we can provide, it makes Tumwater an excellent place to host the KITG tournament.

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:		\$1,000.00
Admission:		\$45,000.00
Reserves:		\$0.00
Donations/Contributions:		\$0.00
Grants:		\$0.00
Program Service Fees:		\$0.00
In-kind Donations:		\$0.00
Gift Shop:		\$0.00
Vendor Fees:		\$5,000.00
Fundraising Activities:		\$0.00
City of Lacey Lodging Tax:		\$0.00
City of Olympia Lodging Tax:		\$0.00
City of Tumwater Lodging Tax:		\$15,000.00
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:		\$66,000.00

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		\$1,500.00
Administration: (utilities, phone, etc.)		\$2,000.00
Marketing and Promotion:		\$500.00
Professional / Consultant Fees:		\$15,000.00
Equipment:		\$5,000.00
Facility / Event Venue Rental:		\$6,000.00
Travel: (please specify)		\$0.00
All Other Expenses: (please specify)	Awards	\$5,000.00
Other Expense:	Portable Toilets	\$3,000.00
Other Expense:	Garbage Service	\$1,000.00
Other Expense:	Traffic Control	\$2,000.00
TOTAL EXPENSES:		\$41,000.00
PROGRAM EXCESS (DEFICIT):		\$25,000.00

Tumwater Soccer Club
Scope of Services – Exhibit A
2023

As outlined in our 2023 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

INVOICE

CITY OF TUMWATER

TOURISM/LODGING TAX PROGRAM FUNDING

CONTACT PERSON: _Craig Boone_____ Employer Identification Number: _03-0509999_____

AGENCY: _Tumwater Soccer Club_____ DATE: _8/26/23_____

ADDRESS _PO Box 14304_____ PHONE: _(360) 701-6818_____

_Tumwater, WA 98511_____ EMAIL: _boonefun@gmail.com_____

Proof of Payment Must Be Attached

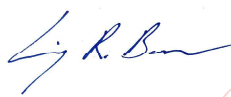
The agency identified above provided the following services to the City of Tumwater to promote tourism (see RCW 67.28.080).

<u>Services Provided (Scope of Services/Exhibit A)</u>	<u>Date(s) Provided</u>	<u>Cost (Itemized)</u>
Referee Fees	7/14/23 thru 7/16/23	\$11,864.28
Awards (Tournament Pins and Medals)	6/14/23	\$2,768.80

TOTAL AMOUNT REQUESTED: \$ ____\$11,900.00____

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.



Digitally signed by Craig R. Boone
Date: 2023.08.27 08:26:33 -07'00'

SIGNATURE (e-signatures allowed)

Tumwater Soccer Club - Kick In The Grass Director
TITLE

Email this invoice and supporting documents to: hmiles@ci.tumwater.wa.us

or mail to: Hanna M. Miles, Executive Department
555 Israel Road SW
Tumwater, WA 98501
Phone: (360) 754-4120

Kick in the Grass 2023

Games

Level	# Games	Fee per game \$	Total
U10	33	28 \$	924.00
U11+	99	96 \$	9,504.00
Assignor Fee	132	6 \$	792.00
L&I (2%)		\$	224.40
Subtotal		\$	11,444.40

Additional items

Postage^	68	\$0.66	\$44.88
Tent Managers			\$375.00

Final Total	\$ 11,864.28
--------------------	---------------------

* 5 referees hired as Tent/Location Managers at a rate of \$100 per day

^ 74 referees, some with 2 members in same family, 67 stamps

Notes

QCSRA.org lists 140 games total but 8 show as forfeits so no pay.

TCYSA #2

PO Box 5605

Lacey, WA 98509

finance@thurstoncountysoccer.com

www.thurstoncountysoccer.com

INVOICE

BILL TO

Tumwater Soccer Club

P.O. Box 14304

Tumwater, WA 98511

INVOICE

1127

DATE

07/29/2023

TERMS

Net 30

DUE DATE

08/28/2023

ACTIVITY	DESCRIPTION	AMOUNT
Tournaments	Kick in the Grass 2023	11,864.28

Amounts not received by the due date are subject to a 5% penalty (up to a maximum of \$100 per invoice) compounded monthly.

PAYMENT

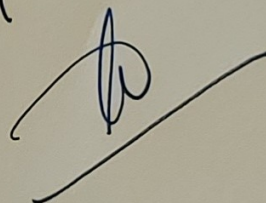
11,864.28

BALANCE DUE

\$0.00

PAID

Check # 1086
Rec'd 8/24/2023



Hanna Miles

From: Wilson Trophy Company - Sales <sales@wilsontrophy.com>
Sent: Wednesday, June 14, 2023 2:47 PM
To: boonefun@gmail.com
Subject: Paid Invoice
Attachments: a23-00432.pdf

Here is a copy of the paid invoice



Wilson Trophy Co.
1724 Fienza Ave.
Sacramento, CA 95815

P: 916-927-9733
H: Monday-Friday 8:30-5



1724 Frienza Ave., Sacramento, CA. 95815
 Phone: 916-927-9733 Fax: 916-927-9955
 Monday - Friday * 8:30am to 5:00pm
 wilsontrophy.com

Invoice

Order Date	Invoice #
6/14/2023	A23-00432
P.O. No.	

TUMWATER SOCCER
 PO BOX 14304
 TUMWATER, WA 98511


PAID
06/14/2023

Ship To
SHIP IN HANDS 7/14/23 Craig Boone 5445 133rd Ave. SW Rochester, WA 98579

Phone	
E-mail	tsctreasurer1@gmail.com
POC Name	craig
POC Phone	
POC E-mail	boonefun@gmail.com

E-Commerce #	Proof
Terms	Project
BBD	

Qty	Item	Engraving	Catalog #	Description	Rate	Amount
1,100	176		REORDER A22-00373	1.5" CUSTOM PIN IRON STAMPED SOFT ENAMEL GOLD BASE NO EPOXY 1.2MM 1 RUBBER BACK	1.19	1,309.00T
1	176			DIE REFIRE	25.00	25.00T
200	174		REORDER A22-00373	2" CUSTOM MEDAL IRON STAMPED SOFT ENAMEL NO EPOXY 2MM WITH 7/8" X 32" GREEN AND WHITE NECK RIBBON (100) GOLD W/ CHAMPION BACKSTAMP (100) SILVER W/ FINALIST BACKSTAMP	3.99	798.00T
1	174			DIE REFIRE	50.00	50.00T
160	178		REORDER A22-00373	1.5" CUSTOM COIN IRON STAMPED SOFT ENAMEL GOLD BASE NO EPOXY 2.5MM	2.44	390.40T

		Stock Slip	Sales Rep.	KS	Subtotal	
		/			Sales Tax (0.0%)	
	BILLING USE ONLY			Graphics:	Total	
				Builder:		
	Invoice Date	Due Date	Proofed:	Payments/Credits		
	6/14/2023	6/14/2023	Boxer:			
			Shipper:	Balance due		

City of Tumwater Lodging Tax Final Report Form

Organization's Name: Tumwater Soccer Club

Submitted By: Craig Boone

Date: 8/26/2023

Email Address: boonefun@gmail.com

Phone: (360) 701-6818

This Report Covers:

Activity Name: 44th Annual Kick In The Grass Soccer Tournament

Activity Type: ☒ Special Event/Festival

☐ Marketing/Tourism
Promotion Agency

☐ Facility

Activity Start Date: 7/14/2023

Activity End Date: 7/16/2023

Total Activity Cost: \$35,742.42

Total amount of Tumwater lodging tax funds requested: \$11,900.00

Total amount of Tumwater lodging tax funds expended: \$11,900.00

Total amount of lodging tax funds expended from all jurisdictions: \$11,900.00

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	<i>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</i>	PREDICTED:	6,000
		ACTUAL (ESTIMATED):	5,338
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: 77-Teams participated in the tournament. U10 Teams = 19 (12 Players per team) U11-U12 Teams = 17 (14 Players per team) U13-U14 Teams = 18 (18 Players per team) U15-U19 Teams = 23 (22 Players per team) Coaches per team = 2 Spectators per player = 3 Total = Players + Coaches + Spectators		
50+ MILES - ATTENDANCE	<i>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</i>	PREDICTED:	2,800
		ACTUAL (ESTIMATED):	1,582
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: 23-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	<i>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</i>	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: There were no teams from out of State/Country.		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	1,300
		ACTUAL (ESTIMATED):	892
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Teams traveling 60-miles or more were assumed to stay overnight. There were 14-teams that traveled 60-miles or more.		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	4,700
		ACTUAL (ESTIMATED):	4,446
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Overall attendance minus those that paid for overnight lodging.		
PAID LODGING NIGHTS	<i>Enter total predicted lodging nights in Tumwater (this number would have been submitted on your</i>	PREDICTED:	1,300

	<i>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</i>	ACTUAL (ESTIMATED):	488
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: 14-Teams staying overnight. The number reported is the sum of the number of players and coaches on these 14-teams X 2-nights.		

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

Leading up to the tournament, we had several participants ask for recommendations on where to stay.

TUMWATER SPECIFIC QUESTIONS:

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

Yes, in 2022 we had 56-team participate in the tournament. This year we had 77-teams participate.

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 items in the Scope of Work have been completed.

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

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 in a top-level youth soccer tournament. Welcomed into our community, participants will no doubt realize all that Tumwater has to offer.

Filing Instructions

Tumwater Soccer Club

Exempt Organization Tax Return

Taxable Year Ended December 31, 2022

Date Due: May 15, 2023

Remittance: None is required. Your Form 990 for the tax year ended 12/31/22 shows no balance due.

Signature: You are using a Personal Identification Number (PIN) for signing your return electronically. Form 8879-EO, IRS *e-file* Signature Authorization for an Exempt Organization should be signed and dated by an authorized officer of the organization and returned to our office.

***Important:* Your return will not be filed with the IRS until the signed Form 8879-EO has been received by this office.**

Other: Your return is being filed electronically with the IRS and is not required to be mailed. If you Mail a paper copy of your return to the IRS it will delay the processing of your return.

Form **8879-TE****IRS e-file Signature Authorization
for a Tax Exempt Entity**

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service
Name of filer

For calendar year 2022, or fiscal year beginning, 2022, and ending, 20

Do not send to the IRS. Keep for your records.
Go to www.irs.gov/Form8879TE for the latest information.**2022**

EIN or SSN

03-0509999**TUMWATER SOCCER CLUB**

Name and title of officer or person subject to tax

**MEAGAN EDWARDS
PRESIDENT****Part I Type of Return and Return Information**

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a** 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, 7b, 8b, 9b, or 10b**, 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 <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b 117,830
2a Form 990-EZ check here <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b
3a Form 1120-POL check here <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b
4a Form 990-PF check here <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part V, line 5)	4b
5a Form 8868 check here <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b
6a Form 990-T check here <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b
7a Form 4720 check here <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b
8a Form 5227 check here <input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b
9a Form 5330 check here <input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b
10a Form 8038-CP check here <input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22) ..	10b

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 entity or ☐ I am a person subject to tax with respect to (name of entity), (EIN) and that I have examined a copy of the 2022 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

☒ I authorize **STRADERHALLETT PS** to enter my PIN **09999** as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2022 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 entity, I will enter my PIN as my signature on the tax year 2022 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

05/09/23**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.

91280267940

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2022 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 **JOANNE KRUSZ, CPA**Date **05/09/23****ERO Must Retain This Form — See Instructions****Do Not Submit This Form to the IRS Unless Requested To Do So**

For Privacy Act and Paperwork Reduction Act Notice, see back of form.
DAA

Form **8879-TE** (2022)

Forms 990 / 990-EZ Return Summary

For calendar year 2022, or tax year beginning

, and ending

03-0509999

TUMWATER SOCCER CLUB

Net Asset / Fund Balance at Beginning of Year 26,669

Revenue

Contributions 14,680

Program service revenue 103,147

Investment income 3

Capital gain / loss _____

Fundraising / Gaming: _____

Gross revenue _____

Direct expenses _____

Net income _____

Other income 0

Total revenue 117,830

Expenses

Program services 115,640

Management and general _____

Fundraising _____

Total expenses 115,640

Excess / (deficit) 2,190

Changes _____

Net Asset / Fund Balance at End of Year 28,859

Reconciliation of Revenue

Total revenue per financial statements _____

Less: _____

Unrealized gains _____

Donated services _____

Recoveries _____

Other _____

Plus: _____

Investment expenses _____

Other _____

Total revenue per return 117,830

Reconciliation of Expenses

Total expenses per financial statements _____

Less: _____

Donated services _____

Prior year adjustments _____

Losses _____

Other _____

Plus: _____

Investment expenses _____

Other _____

Total expenses per return 115,640

Balance Sheet

	Beginning	Ending	Differences
Assets	<u>26,669</u>	<u>28,859</u>	
Liabilities			
Net assets	<u>26,669</u>	<u>28,859</u>	<u>2,190</u>

Miscellaneous Information

Amended return _____

Return / extended due date 05/15/23

Failure to file penalty _____

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.

2022

Open to Public
Inspection

A For the 2022 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\$ 117,830

F Name and address of principal officer:

MEAGAN EDWARDS

PO BOX 14304

TUMWATER

WA 98511

H(a) Is this a group return for subordinates? ☐ Yes ☒ NoH(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

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: ORGANIZE RECREATIONAL SOCCER PROGRAMS FOR YOUTH.	
	2	Check this box <input type="checkbox"/> 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 2022 (Part V, line 2a)	5 0
	6	Total number of volunteers (estimate if necessary)	6 104
Revenue	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
	8	Contributions and grants (Part VIII, line 1h)	Prior Year 14,477 Current Year 14,680
	9	Program service revenue (Part VIII, line 2g)	107,925 103,147
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	41 3
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0
Expenses	12	Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	122,443 117,830
	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	5,500 4,500
	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
Net Assets or Fund Balances	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	114,032 111,140
	18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	119,532 115,640
	19	Revenue less expenses. Subtract line 18 from line 12	2,911 2,190
	20	Total assets (Part X, line 16)	Beginning of Current Year 26,669 End of Year 28,859
	21	Total liabilities (Part X, line 26)	0 0
	22	Net assets or fund balances. Subtract line 21 from line 20	26,669 28,859

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	
	MEAGAN EDWARDS	PRESIDENT	
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date
	JOANNE KRUSZ, CPA	JOANNE KRUSZ, CPA	05/09/23
	Firm's name	Firm's EIN	91-1197940
	5209 CORPORATE CENTER CT SE		
	Firm's address	LACEY, WA 98503	Phone no. 360-456-2100

May the IRS discuss this return with the preparer shown above? See instructions

Yes No

Part III Statement of Program Service AccomplishmentsCheck 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 \$ **111,140** including grants of \$) (Revenue \$ **103,147**)**ORGANIZE RECREATIONAL SOCCER PROGRAMS FOR YOUTH.****4b** (Code:) (Expenses \$ **4,500** including grants of \$ **4,500**) (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 **115,640**

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	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	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		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		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 Rev. Proc. 98-19? If "Yes," complete Schedule C, Part III		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		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		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		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		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		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		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		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		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		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		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		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII		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		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		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		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		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		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		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		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		X
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
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		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? <i>If "Yes," complete Schedule I, Parts I and III</i>		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? <i>If "Yes," complete Schedule J</i>		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? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
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?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
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? <i>If "Yes," complete Schedule L, Part I</i>		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? <i>If "Yes," complete Schedule L, Part I</i>		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? <i>If "Yes," complete Schedule L, Part II</i>		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? <i>If "Yes," complete Schedule L, Part III</i>		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? <i>If "Yes," complete Schedule L, Part IV</i>		X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		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? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		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)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		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? <i>If "Yes," complete Schedule R, Part VI</i>		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.	X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck 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 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	

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	
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	
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? Note: See the instructions for additional information the organization must report on Schedule O.	13a	
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
17	Section 501(c)(21) organizations. Did the trust, any disqualified or other person 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 ☒

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 on 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 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.

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

DEB ?VUONG

PO BOX 14304

TUMWATER

WA 98511

360-359-3799

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck 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, box 6 of 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) MEAGAN EDWARDS										
PRESIDENT	5.00 0.00	X		X				0	0	0
(2) BEN BRIGGS										
VICE PRESIDENT	5.00 0.00	X		X				0	0	0
(3) WAYNE GRAHAM										
SECOND VP OF ADMIN.	5.00 0.00	X		X				0	0	0
(4) JOHN KAIKKONEN										
SECOND VP OF PROP.	5.00 0.00	X		X				0	0	0
(5) JOSH DUBE										
DIRECTOR OF COMP/DEV	5.00 0.00	X		X				0	0	0
(6) COREY BURES										
SECRETARY	5.00 0.00	X		X				0	0	0
(7) DEB VUONG										
TREASURER	5.00 0.00	X		X				0	0	0
(8) TIFFANY LEONE										
REGISTRAR	5.00 0.00	X		X				0	0	0
(9) CRAIG BOONE										
KITG DIRECTOR	5.00 0.00	X		X				0	0	0
(10)										
(11)										

[illegible]

		Yes	No
3	Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>	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? <i>If "Yes," complete Schedule J for such individual</i>	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? <i>If "Yes," complete Schedule J for such person</i>	5	X

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

0

Part VIII Statement of RevenueCheck 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	14,680				
	g Noncash contributions included in lines 1a-1f	1g	\$				
	h Total. Add lines 1a-1f				14,680		
Program Service Revenue	2a PROGRAM SERVICE REVENUE		Business Code				
			900099	103,147	103,147		
	b						
	c						
	d						
	e						
	f All other program service revenue						
g Total. Add lines 2a-2f				103,147			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			3			3
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6a Gross rents	6a	(i) Real				
			(ii) Personal				
	b Less: rental expenses	6b					
	c Rental inc. or (loss)	6c					
	d Net rental income or (loss)						
	7a Gross amount from sales of assets other than inventory	7a	(i) Securities				
			(ii) Other				
	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	11a		Business Code				
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions				117,830	103,147	0	3

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	4,500	4,500		
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				
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				
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	8,585	8,585		
14 Information technology				
15 Royalties				
16 Occupancy				
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				
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 EXP	74,640	74,640		
b KICK IN THE GRASS PROGRAM	18,406	18,406		
c JUNIOR SOCCER PROGRAM EQU	5,676	5,676		
d STORAGE RENTAL	3,833	3,833		
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	115,640	115,640	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 <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance SheetCheck 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	25,997	1	28,859
	2 Savings and temporary cash investments	672	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	
	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)	26,669	16	28,859	
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 <input type="checkbox"/> 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 <input checked="" type="checkbox"/> 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	26,669	31	28,859
	32 Total net assets or fund balances	26,669	32	28,859
33 Total liabilities and net assets/fund balances	26,669	33	28,859	

Part XI Reconciliation of Net AssetsCheck 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	117,830
2	Total expenses (must equal Part IX, column (A), line 25)	2	115,640
3	Revenue less expenses. Subtract line 2 from line 1	3	2,190
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	26,669
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	28,859

Part XII Financial Statements and ReportingCheck 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: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> 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? 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: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		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: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		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.		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?		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		

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

2022

**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).)
- 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?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990) 2022

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) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(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) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(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 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		<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2021 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test—2022. 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		<input type="checkbox"/>
b 33 1/3% support test—2021. 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		<input type="checkbox"/>
17a 10%-facts-and-circumstances test—2022. 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		<input type="checkbox"/>
b 10%-facts-and-circumstances test—2021. 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		<input type="checkbox"/>
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		<input type="checkbox"/>

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) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	22,762	21,761	1,142	14,477	14,680	74,822
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	82,733	107,925	103,147	576,243
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	163,188	163,773	83,875	122,402	117,827	651,065
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.)						651,065

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6	163,188	163,773	83,875	122,402	117,827	651,065
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	92	185	52	41	3	373
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	92	185	52	41	3	373
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.)	163,280	163,958	83,927	122,443	117,830	651,438
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						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

15 Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f))	15	99.94 %
16 Public support percentage from 2021 Schedule A, Part III, line 15	16	99.92 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2021 Schedule A, Part III, line 17	18	%

- 19a 33 1/3% support tests—2022.** 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—2021.** 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 on 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? <i>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.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
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)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>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.</i>		
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)? <i>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.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>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).</i>		
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?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
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? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
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))? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," provide detail in Part VI.</i>		
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)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

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?		
b A family member of a person described on line 11a above?		
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.		
11a		
11b		
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.		
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.		
1		
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?		
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).		
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.		
1		
2		
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 <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
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.		Yes	No
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.			
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.			
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.			
2a			
2b			
3a			
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 (<i>explain in detail in Part VI</i>):		
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 2022 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-2022	(iii) Distributable Amount for 2022
1 Distributable amount for 2022 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2022 (reasonable cause required—explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2022			
a From 2017			
b From 2018			
c From 2019			
d From 2020			
e From 2021			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2022 distributable amount			
i Carryover from 2017 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2022 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2022 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2022, 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 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 Excess distributions carryover to 2023. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2018			
b Excess from 2019			
c Excess from 2020			
d Excess from 2021			
e Excess from 2022			

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)**Department of the Treasury
Internal Revenue Service**Schedule of Contributors**Attach to Form 990 or Form 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

Name of the organization

Employer identification number

TUMWATER SOCCER CLUB**03-0509999**

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 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 foundationCheck 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

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33¹/₃% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), 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), 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).

For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2022)

Name of organization

TUMWATER SOCCER CLUB

Employer identification number

03-0509999

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	CITY OF TUMWATER 555 ISRAEL ROAD SW TUMWATER WA 98501	\$ 11,100	Person <input checked="checked" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

**SCHEDULE O
(Form 990)**

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 Form 990-EZ.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

**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		2021 & 2022
Name		Taxpayer Identification Number	
For calendar year 2022, or tax year beginning		, ending	
TUMWATER SOCCER CLUB		03-0509999	

		2021	2022	Differences
Revenue	1. Contributions, gifts, grants	1. 14,477	14,680	203
	2. Membership dues and assessments	2.		
	3. Government contributions and grants	3.		
	4. Program service revenue	4. 107,925	103,147	-4,778
	5. Investment income	5. 41	3	-38
	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.		
	12. Total revenue. Add lines 1 through 11	12. 122,443	117,830	-4,613
Expenses	13. Grants and similar amounts paid	13. 5,500	4,500	-1,000
	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.		
	19. Occupancy, rent, utilities, and maintenance	19.		
	20. Depreciation and Depletion	20.		
	21. Other expenses	21. 114,032	111,140	-2,892
	22. Total expenses. Add lines 13 through 21	22. 119,532	115,640	-3,892
	23. Excess or (Deficit). Subtract line 22 from line 12	23. 2,911	2,190	-721
Other Information	24. Total exempt revenue	24. 122,443	117,830	-4,613
	25. Total unrelated revenue	25.		
	26. Total excludable revenue	26. 107,966	103,150	-4,816
	27. Total assets	27. 26,669	28,859	2,190
	28. Total liabilities	28.		
	29. Retained earnings	29. 26,669	28,859	2,190
	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. 132	104	

Form 990	Tax Return History	2022
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Name TUMWATER SOCCER CLUB	Employer Identification Number 03-0509999
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	2018	2019	2020	2021	2022	2023
Contributions, gifts, grants	22,762	21,761	1,142	14,477	14,680	
Membership dues						
Program service revenue	139,938	141,579	82,733	107,925	103,147	
Capital gain or loss						
Investment income	92	185	52	41	3	
Fundraising revenue (income/loss)						
Gaming revenue (income/loss)						
Other revenue	488	433				
Total revenue	163,280	163,958	83,927	122,443	117,830	
Grants and similar amounts paid	11,010	5,000	2,500	5,500	4,500	
Benefits paid to or for members						
Compensation of officers, etc.						
Other compensation						
Professional fees	945	1,400	1,050			
Occupancy costs						
Depreciation and depletion						
Other expenses	149,281	140,012	75,205	114,032	111,140	
Total expenses	161,236	146,412	78,755	119,532	115,640	
Excess or (Deficit)	2,044	17,546	5,172	2,911	2,190	
Total exempt revenue	163,280	163,958	83,927	122,443	117,830	
Total unrelated revenue						
Total excludable revenue	140,518	142,197	82,785	107,966	103,150	
Total Assets	1,040	18,586	23,758	26,669	28,859	
Total Liabilities						
Net Fund Balances	1,040	18,586	23,758	26,669	28,859	

Taxable Interest on Investments

Description						
	Amount	Unrelated Business	Exclusion Code	Postal Code	Acquired after 6/30/75	US Obs (\$ or %)
INTEREST EARNED	\$ 3		14			
TOTAL	\$ 3					

Federal Statements**Schedule A, Part III, Line 1(e)**

Description	Amount
KICK IN THE GRASS:VENDOR KITG INCOME	\$ 3,580
CITY OF TUMWATER	
CASH CONTRIBUTION	11,100
TOTAL	\$ 14,680

Schedule A, Part III, Line 2(e)

Description	Amount
PROGRAM SERVICE REVENUE	\$ 103,147
TOTAL	\$ 103,147

Schedule A, Part III, Line 10a(e)

Description	Amount
INTEREST EARNED	\$ 3
TOTAL	\$ 3



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, February 2023)

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

6. 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.
7. 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.
8. 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, Director of Development and Competition, Secretary, Treasurer, Club Manager 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:
 - Even Number Years: President, Second Vice President of Administration, Director of Development and Competition, Treasurer, and KITG Director
 - Odd Numbered Years: First Vice President, Second Vice President of Property, Secretary, and Club Manager.
3. The duties and responsibilities of the officers are as follows:
 1. **President**
 - Coordinate and supervise all activities of TSC and preside over all Executive Board meetings.
 - Develop an agenda for every Executive Board meeting.

- Represent TSC in a liaison capacity in all matters related to public relations.
- Appoint chairpersons of all committees.
- Appoint people to fill vacant officer positions contingent on majority approval by the Executive Board.
- Sign orders on the treasury.
- 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

- Assume the President's duties in his/her absence.
- Represent the Tumwater Soccer Club at TCYSA and Washington Youth Soccer meetings.
- Assist the President as needed.
- Supervise the activities of the second vice presidents of TSC.
- Sign orders on the treasury in the absence of the President.

3. Second Vice President of Administration

- Chair the Auditing Committee.
- Coordinate and performs special projects.
- Administers the Annual Scholarship Program

4. Second Vice President of Property

- Allocate, check out, track, and check-in equipment, and other items provided to teams.
- Recommend equipment purchases needed to conduct the activities of TSC.
- Coordinate the marking and maintenance of fields used by TSC teams for practices, games, and club tournaments.
- Manage storage facilities and all TSC owned items not checked out to teams.
- Report on equipment owned by TSC.

6. Director of Development and Competition

- 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.
- Plan, prepare, and coordinate with the club manager and the club president the preseason coaches meetings (3 per year, spring, summer & fall) and be present at all three.
- 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
- 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.
 - Be responsible for the Junior Soccer Program (JSP), 6 week 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 Club Manager for JSP time and location reservations of fields
 3. Coordinate with Club Manager to recruit parent volunteer coaches
 4. Coordinate with Club Manager 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
 - Acquire and manage coaching and training manuals, videos, and other training aids.

7. Secretary

- Record, prepare, and distribute minutes for all TSC meetings.
- Maintain a record of all TSC correspondence issued under official TSC letterhead.
- Provide notification of all Executive Board meetings.
- Maintain TSC Bylaws, Rules and Regulations, and other documents.
- Maintain TSC Website and Facebook page for content, redesign suggestions on all outward facing communications.

8. Treasurer

- Chair the Finance Committee
- Deposit all monies into a chartered bank account in the name of the Tumwater Soccer Club.
- Sign orders on the treasury in the absence of the President.
- Keep financial records of all monetary transactions, including incoming and outgoing funds.
- Maintain a checking account with signature authority with the President, First Vice President, KITG Tournament Director, and Treasurer.
- Report TSC financial status at each Executive Board meeting.
- Assist on audits of TSC records.

9. Club Manager

- Register and maintain records of teams, players, and coaches as per the guidelines established by TSC and TCYSA.
- Coordinate registration activities with TCYSA and Washington Youth Soccer as required.
- 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.
- Register all participating teams in TSC sponsored tournaments and events.
- Coordinate with the School District, Parks Department, and Capital Soccer Fields to reserve fields to be used by TSC teams for practices and games.
- Assign fields to TSC teams for practices.
- Coordinate with TCYSA for assignment of fields for TSC home games.
- Actively manage field reservations during each season to optimize field usage and rental charges.
- Assist in the marking and maintenance of fields used by TSC teams for practices and games.

10. KITG Tournament Director

- Organize and coordinate all aspects of the annual Kick-in-the-Grass Tournament sponsored by TSC.
- Sign orders on the treasury in the absence of the President.

4. 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.
5. 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.
6. 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 8: Committees

1. A Finance Committee composed of the Treasurer and at least one other Executive Board Member that 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

2. 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.
 - 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 cannot 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. All TSC Coaches, volunteers, Executive Board Officers and Committee Chairpersons must have their RMA Certification and background checks completed one week prior to the start of spring season. If not complete the team will be assigned to another coach.
3. 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.
4. Proof of risk management clearance will be provided at the request of any TSC, TCYSA, or Washington Youth Soccer official.

Article 12: Disciplinary Actions

Each member must agree to be bound by the bylaws, procedures and rules of Washington Youth Soccer and TSC. All Executive Officers and Board Members shall support and promote the mission, purpose, and activities of the Tumwater Soccer Club.

1. Upon any failure to comply with the TSC bylaw requirements, at the discretion of TSC, be placed on probation for a period not less than 30 days and not longer than 12 months. In the event any member is placed on probation, the member may request a hearing within 14 days of the notice of probation to appeal the specifics of the terms of probation. If requested, TSC will schedule the hearing within a reasonable amount of time. In the event said member fails to come into compliance within the probationary period, TSC may extend the probationary period or take action to suspend the members' privileges.
2. Members failing or refusing to follow the TSC bylaws, policies, procedures, or rules or attempting to circumvent a decision rendered by TSC, or seriously damaging the interest of TSC, may be placed on probation, and be suspended or be expelled. TSC may determine the

appropriate remedies given the seriousness of the non-compliance, with the ultimate goal of bringing members back into compliance in lieu of suspension or expulsion.

Article 13: 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 upon request the name, 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 14: 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 15: 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 16: 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 17: 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 18: 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

062-2134. 0
2003

Validation
Val: 02/28/2003 - 242175
\$58.00 on 02/28/2003
Check - 02/28/2003 - 2017

FILED
SECRETARY OF STATE
FEB 28 2003
STATE OF WASHINGTON

602275169

**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

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 105 th 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.

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.

ARTICLE 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.

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

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.

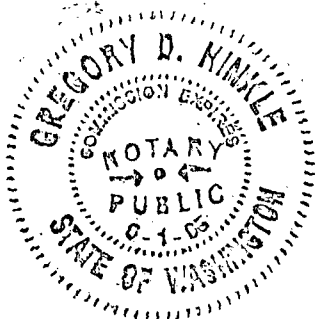
Date

2/13/03Ken Phillipson
Signature of Incorporator

By:

Scott E Rehm
Signature of Registered Agent

Address

7134 105th Ave SW
Olympia WA 98512
City / State / Zip Code

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

Rcvd 08282023

APPLICATION DEADLINE: AUGUST 30, 2023, 12PM/NOON *Postmarks, late, or incomplete applications will not be accepted*

ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT

ADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

<u>Washington State Senior Games</u> Organization/Agency Name	<u>91-2073918</u> Federal Tax ID Number
<u>Dianne Foster</u> Contact Name	<u>President, Board of Directors</u> Title
<u>PO Box 14547</u> Mailing Address	<u>Tumwater WA 98511-4547</u> City State Zip
<u>360-701-8129</u> Phone	<u>https://wasenior.games/</u> Website
	<u>dianne@wasenior.games</u> Email Address

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

Amount Requested: \$15,000 Total Project / Event Budget: \$146,000

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 _____ number of years

<u>Washington State Senior Games</u>	<u>South Sound</u>	<u>June 8 to August 10</u>
Name of Event/Festival	Location	Date of Event/Festival
	<u>June 10 through August 12</u>	
Event/Festival Website (if different than above)	If an existing event, last year's date of event	

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.

Dianne J. Foster, President
Name and Title

Dianne J. Foster
Signature (e-signature or original)

8/28/2023
Date

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.

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 www.ci.tumwater.wa.us/LodgingTax.)

During July and early August, our proposal is to present the 2024 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.

For 2023, a total of 1,607 senior men and women (age 50 and up), participated in the Senior Games. Our numbers were slight lower overall primarily due to the National Senior Games overlapping with our Games. The sport with the highest number of competitors was pickleball with 504 registrants which is an increase of almost 200 players. With 2024 being a qualifier for the 2025 National Senior Games, we are hoping to hit a record number of entries in all our sports.

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

No major changes since the last funding cycle.

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 our events held from June to 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 2023, 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 2024 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). 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?

10.3%

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 \$146,000 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, Renton, University Place, and Puyallup which by definition broadens our definition of the South Sound. While it is our intent to operate our twenty-four 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

Because a significant number of our popular events are held at facilities in Tumwater, 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 and friends who come to cheer for the competitors dashing to the finish line, leaping into the sand at the long jump pit, tossing a shot, running the 5k/10k road runs on the streets of Tumwater and many other track and field events. 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.

The highlight for the events held at Tumwater High School was in the 1500 meter power walking event. We had a lady who was 100 years old come down from Seattle to complete the metric mile walk. She had many family members and support staff on site as well. What an inspiration! That should definitely inspire more athletes of all ages to participate.

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) Overall attendance | <u>2,000</u> |
| b) Staying for the day only <i>and</i> traveling more than fifty miles or more one way from their place of residence or business | <u>500</u> |
| c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) | <u>300</u> |
| d) Staying overnight in paid accommodations away from their place of residence or business | <u>400</u> |
| e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i> traveling fifty miles or more one way from their place of residence or business | <u>300</u> |
| f) Total number of paid lodging nights generated in Tumwater | <u>600</u> |
| g) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above. | |

For the estimates listed above, actual and percentages from past attendance and surveys was used. Our registration process provides specific information regarding where participants come from, and the likelihood that they may stay several days in the area. In 2023, the Experience Olympia & Beyond team utilized geofencing to determine attendance and trends at some of our more highly attended events. Their results haven't been provided yet since the last two big events, soccer and pickleball, were the last weekend in July and first weekend in August respectively. The results of the geofencing will be used to obtain more accurate percentages for future estimates.

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 intend to use the same methodology described in the response to question 10g 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 prior to the Games, and in other promotional materials.

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.

At each of our venues, we have the Experience Olympia & Beyond Guide available to help athletes find places to each, stay, and visit in the area. This helps them not only for their current visit, but for helping to plan their return next year. The home page of our website has a link to the Experience Olympia website to provide current resources for any trips they might be planning to this area. One of the members of our Board of Directors became a "certified tourism ambassador" in May and, with her assistance, we will look for opportunities to promote Tumwater and other attractions in the Tumwater area to encourage tourists to visit 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.

We partner with organizations and staff associated with the venues for our various events to help make the events successful. 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 2023.

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 \$146,000. 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. The positive spirit and goodwill among all those participating in the various competitions 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:		\$27,000.00
Admission:		\$0.00
Reserves:		\$0.00
Donations/Contributions:		\$200.00
Grants:		\$0.00
Program Service Fees:		\$70,000.00
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:		\$13,000.00
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:		\$152,700.00

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		\$0.00
Administration: (utilities, phone, etc.)		\$29,000.00
Marketing and Promotion:		\$13,000.00
Professional / Consultant Fees:		\$10,000.00
Equipment:		\$20,000.00
Facility / Event Venue Rental:		\$30,000.00
Travel: (please specify)		\$0.00
All Other Expenses: (please specify)	Insurance	\$3,500.00
Other Expense:	Operations	\$36,500.00
Other Expense:	Tournament and result systems	\$4,000.00
Other Expense:		
TOTAL EXPENSES:		\$146,000.00
PROGRAM EXCESS (DEFICIT):		\$6,700.00



Washington State Senior Games
Scope of Services – Exhibit A
2023

The 2023 Washington State Senior Games will be held in venues throughout the South Sound primarily in the month of July. 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. These events, along with other sports taking place in venues near the City of Tumwater, will draw tourism-generating activities to the City of Tumwater as the athletes, spectators, officials, and volunteers attend these events.

Lodging Tax funds will be used for:

- Advertising, marketing, promotional items, and media consultant expenses.
- Production, mailing, and postage of postcards, posters, and event program guides
- Rental of the storage unit for equipment used at our events
- Venue rentals, equipment, expenses for officials and judges
- Athlete t-shirts, medals and ribbons, shirts and/or hats for officials and volunteers



INVOICE
CITY OF TUMWATER
TOURISM/LODGING TAX PROGRAM FUNDING

CONTACT PERSON: Dianne Foster Employer Identification Number: 91-2073918
AGENCY: Washington State Senior Games DATE: 9/24/2022
ADDRESS PO Box 14547 PHONE: 360-701-8129
Tumwater, WA 98511-4547 EMAIL: dianne@wasenior.games

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).

<u>Services Provided (Scope of Services/Exhibit A)</u>	<u>Date(s) Provided</u>	<u>Cost (Itemized)</u>
Advertising, marketing, promotion, media consultant	July 9 to August 8	\$ 1,365.00
Venue rentals	July 23 to July 8	\$ 9,023.00
Expenses for officials and judges	July 23	\$ 3,613.11
Food and water for athletes	July 22 to 31	\$ 986.37

TOTAL AMOUNT REQUESTED: \$ \$14,987.48

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.

Dianne J. Foster
SIGNATURE

President, Board of Directors
TITLE

Please mail this invoice to:

Hanna M. Miles
Executive Department
555 Israel Road SW
Tumwater, WA 98501
Phone: (360) 754-4120

2022 City of Tumwater LTAC Invoice
Washington State Senior Games

Advertising, marketing, promotion, media consultant			
Invoice #	Description of service/items	Cost	Payment
1	Key ring with WSSG logo	\$ 1,365.00	PayPal debit card
Total for category		\$ 1,365.00	

Venue rentals			
Invoice #	Description of service/items	Cost	Payment
2	Olympia School District - Volleyball & Basketball	\$ 3,784.00	Check 2769
3	Tumwater HS -practice field (throwing events)	\$ 440.00	Check 2762
3	Tumwater HS - stadium, track, field	\$ 3,359.00	Check 2762
4	South Sound YMCA - Briggs Y swimming	\$ 600.00	Check 2770
5	Tumwater Valley Golf Club - golf greens fees	\$ 840.00	Check 2743
Total for category		\$ 9,023.00	

Expenses for officials and judges			
Invoice #	Description of service/items	Cost	Payment
6	City of Tumwater police - Road Run	\$ 463.11	Check 1021
7	Peak Performance - T&F results	\$ 1,000.00	Check 2741
8	Track officials - check-in clerk & finish line judge	\$ 200.00	Check 1027
8	Track official - starter	\$ 150.00	Check 1026
8	Track & Field check-in, results awards, announcer	\$ 600.00	Check 2772
9	Race walk judge - 1 of 4	\$ 300.00	Check 2763
9	Race walk judge - 1 of 4	\$ 300.00	Check 2764
9	Race walk judge - 1 of 4	\$ 300.00	Check 2765
9	Race walk judge - 1 of 4	\$ 300.00	Check 2767
Total for category		\$ 3,613.11	

Food and water for athletes			
Invoice #	Description of service/items	Cost	Payment
10	Fruit - bananas and mandarins (July 20th)	\$ 345.87	Check 1016
10	Fruit - bananas and mandarins (July 29th)	\$ 175.50	Check 1016
11	Rivers Edge - lunch for golfers	\$ 465.00	Check 2744
Total for category		\$ 986.37	

Total for all categories		\$ 14,987.48	
---------------------------------	--	---------------------	--

1

Promo Northwest
a dba of JLG Promotions
6715 Martin Way E.
Lacey, WA 98516
360-705-4585

PAID



AS#: 236064 PPA#: 792007 SAGE#: 252700
360-705-4585 www.PromoNorthwest.com

WA State Sr Games
Attn: Dianne Foster
PO Box 14547
Tumwater, WA 98511-4547
dianne@wasenior.games

INVOICE

Invoice # 2206JG49
Invoice Date 06/16/2022
Due Date 06/16/2022

Item	Description	Unit Price	Quantity	Amount
Product	6056V, White, Soft Vinyl Tag w/Key Ring and 4C imprint	0.63	2000.00	1,260.00
Service	Art/Setup Charge	50.00	1.00	50.00
Service	Ship on Promo Northwest UPS#: F11684 Ship to: Promo Northwest 6715 Martin Way E., Suite B Lacey, WA 98516	55.00	1.00	55.00
Subtotal				1,365.00
Total				1,365.00
Amount Paid				1,365.00
Balance Due				\$0.00

Dianne Foster

From: service@paypal.com
Sent: Thursday, June 16, 2022 3:38 PM
To: Dianne Foster
Subject: Receipt for Your Payment to JLG Promotions, Inc.

Hello, Washington State Senior Games



You sent a payment of \$1,365.00 USD to
JLG Promotions, Inc.
(accounting@buddbay.com)

It may take a few moments for this transaction to appear in your account.

Transaction ID

06877932S4603225L

Transaction date

Jun 16, 2022 15:37:53 PDT

Merchant

JLG Promotions, Inc.
accounting@buddbay.com
360-705-4585

Instructions to merchant

You haven't entered any instructions.

Shipping address - confirmed

Washington State Senior Games
7243 Twin Cedar Ln SE

Shipping details

The seller hasn't provided any shipping details yet.

Tumwater, WA 98501
United States

Description	Unit price	Qty	Amount
Invoice from Promo Northwest Item# 2206JG49	\$1,365.00 USD	1	\$1,365.00 USD

Subtotal \$1,365.00 USD

Total \$1,365.00 USD

Payment \$1,365.00 USD

Payment sent to accounting@buddbay.com

Payment sent from dianne@wasenior.games

Funding Sources Used (Total)

PayPal balance \$68.51 USD

COMMENCEMENT BANK x-6201 \$1,296.49 USD

Issues with this transaction?

You have 180 days from the date of the transaction to open a dispute in the Resolution Center.



[Help & Contact](#) | [Security](#) | [Apps](#)



PayPal is committed to preventing fraudulent emails. Emails from PayPal will always contain your full name. [Learn to identify phishing](#)

2

INVOICE

Remit Payment To:
 Olympia School District No. 111
 111 Bethel St. NE,
 Business Office
 Olympia, WA 98506

DATE	INVOICE NO
8/9/2022	4409
DUE DATE	
9/8/2022	

Contact: Debbie Doherty

Phone No: 360-596-8570

BILL TO**Washington State Senior Games**

JACK KILEY
 2218 Vista Ave Se

Olympia, WA 98501

Sales Tax Exemption No.

Email JACK.KILEY@COMCAST.NET

Phone No 3607544937

Fax No

FEIN

COMMENT

Washington State Senior Games - July 23 and 24, 2022

DEPOSIT	DOCUMENT NUMBER	PO NUMBER	TERMS
\$0.00			net 30,30

Schedule ID: 170251

Location: Olympia High School

Building(s):

Gyms

Gyms

Area:

Room(s):

Boys Locker Room

Girls Locker Room

Gyms | Auxiliary Gym

Gyms | Main Gym

Event: 7/23/2022 6:00AM - 5:00PM		Washington State Senior Games				
Quantity	Description	Hours	Rate	Amount	Tax Amount	Total
1	Hourly Rental Fee - July 23	11	\$92.00	\$1,012.00	\$0.00	\$1,012.00
2	Custodial Fee - July 23 (2 custodians)	11	\$40.00	\$440.00	\$0.00	\$880.00
Event Total Costs				\$1,452.00	\$0.00	\$1,892.00

Event: 7/24/2022 6:00AM - 5:00PM		Washington State Senior Games				
Quantity	Description	Hours	Rate	Amount	Tax Amount	Total
1	Hourly Rental Fee - July 24	11	\$92.00	\$1,012.00	\$0.00	\$1,012.00
2	Custodial Fee - July 24 (2 custodians)	11	\$40.00	\$440.00	\$0.00	\$880.00
Event Total Costs				\$1,452.00	\$0.00	\$1,892.00

Invoice Total \$3,784.00

Total Sales Tax \$0.00

Total Payments \$0.00

Total Due \$3,784.00

Note: * indicates Alternate Event

Printed: 8/9/2022 7:50:21 AM

Page 1 of 1

Receipt

Olympia School District
111 Bethel St NE
Olympia, WA 98506

Olympia School District
111 Bethel St Se
Olympia, WA 98506

Washington State Senior Games, -
P.O. Box 1487
Olympia, WA 98507

Customer #: N00U4PQ3
Date: 8/15/2022 8:51 AM

Receipt: 592748
Manual Receipt:

Clerk: Carmen Panter
Terminal: 1

Qty	Item	Price
1	9700-3132 GF Revenue - Olympia/Facility Use #4409 OHS Room Rental - July 23	1,012.00
1	9700-0061 GF Revenue - Facility/Custodial Hours #4409 OHS Custodian - July 23	880.00
1	9700-3132 GF Revenue - Olympia/Facility Use #4409 OHS Room Rental - July 24	1,012.00
1	9700-0061 GF Revenue - Facility/Custodial Hours #4409 OHS Custodian - July 24	880.00

SubTotal:	3,784.00
Tax:	0.00
Total:	3,784.00
Check 2769	3,784.00
Change Due:	0.00

(360) 596-6100

Front:

WASHINGTON STATE SENIOR GAMES
PO BOX 1487
OLYMPIA, WA 98507-1487

2769

30-888/1251

August 9, 2022

DATE

Pay to the
Order of

Olympia School District No. 111

\$ 3,784.00

Three thousand eighty four and 00/100

Dollars



Pay to the
Order of
Payee's Name



COMMENCEMENT
BANK

600 Franklin St Ste 100 Olympia WA 98501
(360) 502 4191

For July 23 (Basketball) July 24 (Volleyball)

Dianne J. Foster

⑆125108887⑆0100066201⑆

02769

Back:

PAY TO THE ORDER OF
KEYBANK, N.A.
FOR DEPOSIT ONLY
THURSTON COUNTY TREASURER
OLYMPIA SCHOOL DISTRICT
9879661149874

INVOICE

Remit Payment To:
TSD Buildings and Grounds
2020 80th Ave. SW

Tumwater, WA 98512

DATE	INVOICE NO
8/3/2022	6273
DUE DATE	
9/2/2022	

Contact: Kim Stutzman

Phone No: 360-709-7726

BILL TO**Senior Games of Thurston County**

Jack Kiley
2218 Vista Avenue SE
Olympia WA 98501

Sales Tax Exemption No.

Email jack.kiley@comcast.net

Phone No 754-4937

Fax No

FEIN

COMMENT

DEPOSIT	DOCUMENT NUMBER	PO NUMBER	TERMS
\$0.00			Due Upon Receipt

Schedule ID: 163988

Location: TUMWATER HIGH SCHOOL

Building(s):

Area:

Room(s): Football (JV or Practice)
JV Baseball #2

Event: 7/23/2022 6:00AM - 5:00PM		Puget Sound Senior Games				
Quantity	Description	Hours	Rate	Amount	Tax Amount	Total
1	Field Use (High)	11	\$20.00	\$220.00	\$0.00	\$220.00
1	Field Use (High)	11	\$20.00	\$220.00	\$0.00	\$220.00
Event Total Costs				\$440.00	\$0.00	\$440.00

Invoice Total	\$440.00
Total Sales Tax	\$0.00
Total Payments	\$0.00
Total Due	\$440.00

Note: * indicates Alternate Event

Printed: 8/3/2022 8:26:49 AM

INVOICE

Remit Payment To:
TSD Buildings and Grounds
2020 80th Ave. SW

Tumwater, WA 98512

DATE	INVOICE NO
8/3/2022	6272
DUE DATE	
9/2/2022	

Contact: Kim Stutzman

Phone No: 360-709-7726

BILL TO

Senior Games of Thurston County

Jack Kiley
2218 Vista Avenue SE
Olympia, WA98501

Sales Tax Exemption No.

Email jack.kiley@comcast.net

Phone No 754-4937

Fax No

FEIN

COMMENT

DEPOSIT	DOCUMENT NUMBER	PO NUMBER	TERMS
\$0.00			Due Upon Receipt

Schedule ID: 164006

Location: TUMWATER DISTRICT STADIUM

Building(s):

Area:

Room(s):

PRESS BOX

STADIUM FIELD

STADIUM GRANDSTAND INCLUDING RESTROOMS

STADIUM TRACK

Event: 7/23/2022		6:00AM - 5:00PM	Puget Sound Senior Games			
Quantity	Description	Hours	Rate	Amount	Tax Amount	Total
1	Custodial Fee	6	\$35.00	\$210.00	\$0.00	\$210.00
1	Field Supervisor	4	\$31.00	\$124.00	\$0.00	\$124.00
1	Stadium - Press Box	11	\$11.00	\$121.00	\$0.00	\$121.00
1	Artificial Turf	11	\$103.00	\$1,133.00	\$0.00	\$1,133.00
1	Stadium - Grandstand	11	\$84.00	\$924.00	\$0.00	\$924.00
1	Stadium - Track Only	11	\$77.00	\$847.00	\$0.00	\$847.00
Event Total Costs				\$3,359.00	\$0.00	\$3,359.00

Invoice Total	\$3,359.00
Total Sales Tax	\$0.00
Total Payments	\$0.00
Total Due	\$3,359.00

Note: * indicates Alternate Event

Printed: 8/3/2022 8:24:41 AM

Page 1 of 1

Front:

WASHINGTON STATE SENIOR GAMES
PO BOX 1482 44547
OLYMPIA, WA 98501-1482

2762
74-0007251

August 8, 2022
Date

⑈ 190,000000 ⑈

Pay to the Order of TSD BUILDING and Grounds \$ 3,799.00

Three thousand seven hundred ninety nine and no/100
Dollars



COMMENCEMENT
BANK

800 PM 415 9155 St. 100 Olympia WA 98501
(206) 506-4111

For Custodian, TSD Stadium, Field, Track

Dianne J. Foster

⑈ 125108887⑈0100066201⑈ 02762

Back:

PAY TO THE ORDER OF
KEYBANK, N.A.
FOR DEPOSIT ONLY
THURSTON COUNTY TREASURER
TUMWATER SD
ACCOUNT #47828114874

4



South Sound YMCA

2102 Carriage Dr SW Bldg. K
Olympia, WA 98502
FEIN: 91-0586473

Washington State Senior Games (3094156)
2218 Vista Ave SE
Olympia, WA 98507

Item ID(s): 70071130
>>> Items Date: Tue, Jul 19th 2022 @ 03:06 PM
Processed By: Anne H

Description

2022 Washington State Senior Games

>>> Amount Due By - 7/19/22

	\$ Original	\$ Processed	\$ Outstanding
	\$ 600.00		
70071130			\$ 600.00
Total:	\$ 600.00	\$ 0.00	\$ 600.00
>>> Highlighted Items:			\$ 600.00

Front: -

WASHINGTON STATE SENIOR GAMES
PO BOX 1487
OLYMPIA, WA 98507-1487

2770

34688/1251

August 9, 2022

Date

REGULAR PAYEE'S

Pay to the
Order of

South Sound YMCA

\$ 600.00

Six hundred and no/100

Dollars

00

VOID
IF
REPRODUCED
BY ANY MEANS



COMMENCEMENT
BANK

600 Fourth St. Ste. 100, Olympia, WA 98501
(360) 325-4111

For

Boys & Swimming

Dianne Q Foster

⑆125108887⑆0⑆0006620⑆⑆

02770

Back:

08/09/2022 10:10:15 Note Deposited

FOR DEPOSIT ONLY
Aug 11 10:17:30
South Sound YMCA
2022-08-16 11:10
0888425435
325170835-910566473

5



Tumwater Valley Golf Club
4611 Tumwater Valley Dr SE
Olympia, WA 98501

Welcome to Tumwater Valley

Trans#: 313097 Reference#: 345934
Clerk : Nate T.

T12:C134 7/28/22 12:37 PM

I WA Senior Games \$767.04
T4300

Subtotal \$767.04
State Tax \$72.96
Total \$840.00

Check \$840.00
Check#: 2743 - Date: 07/28/2022


*Paid
7/28*



Thank you for playing Tumwater Valley!
Enjoy your round!

www.tumwatervalleygc.com

Front:

WASHINGTON STATE SENIOR GAMES		2743
PO BOX 1807 18547 OLYMPIA, WA 98507-1807		34-628/1281
Date <u>July 28, 2022</u>		RECEIVED
Pay to the Order of <u>Juniper Valley</u>	\$ <u>840.00</u>	
<u>Eight hundred forty and no/100</u>		Dollars
 COMMENCEMENT BANK		<small>Photo Bank Depositor's Mark</small>
<small>600 Fourth St. SE, Ste. 100, Olympia, WA 98501 (360) 342-4141</small>		
For <u>Golf - greens fees x25</u>	<u>Dianne J. Foster</u>	
⑆125108887⑆0100066201⑆		02743

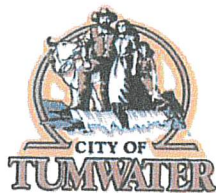
Back:

001570040300002 VNG29 07/29/2022

001570040300002 VNG29 07/29/2022
runid: 50557d82-0730-49c2-ac82-f75bda93004
tranid: 15a58b53-5fad-4df8-9e28-db8a4e89ec2d

PAY TO THE ORDER OF
FIRST CITIZENS BANK
FOR DEPOSIT ONLY
CITY OF TUMWATER
008506514

6



CITY OF TUMWATER

555 Israel Road SW
Tumwater, Washington 98501-6515
Telephone (360) 754-4130

BILL TO
WA State Senior Games Attn: Jeff Foster 7243 Twin Cedar Lane SE Olympia, WA 98501-5677

INVOICE
6416

Please refer to this invoice number with any correspondence.

DATE	CUSTOMER NO.	DEPARTMENT	Contract No.	TERMS
8/10/2022	769	Police		Net 10 Days After Receipt of Invoice

DESCRIPTION	AMOUNT
OVERTIME BILLING FOR WA STATE SENIOR GAMES SPECIAL EVENT ON 7/23/2022	
Peter Navarro 3 hours of o/t @ \$66.54 an hour	\$199.62
LT Carlos Quiles 3 hours of o/t @ \$87.83 an hour	\$263.49
Finance Code: 5020	

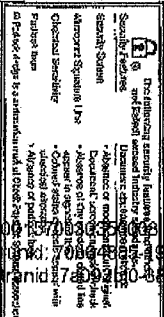
Please remit payment to the City of Tumwater within 10 days of invoice date

INVOICE TOTAL
\$463.11

Front:

Washington State Senior Games PO Box 14547		3A-889/1251	1021
Tumwater, WA 98511-4547		<u>August 17, 2022</u> DATE	
PAY TO THE ORDER OF <u>City of Tumwater</u>		\$ 463.11	
<u>four hundred sixty three and 11/100</u>		DOLLARS	
COMMENCEMENT BANK			
FOR <u>Invoice 6416</u>		<u>Dianne J. Foster</u>	
⑈ 1021 ⑆ ⑆ 25108887 ⑆ 0100066201 ⑆			

Back:

 <p>001570030350009 HDW58 08/23/2022</p>	PAY TO THE ORDER OF FOR DEPOSIT ONLY FIRST CITIZENS BANK CITY OF TUMWATER 0085005314	
	DO NOT SIGN DEPOSITE/STAMP AREA OF THIS LINE FOR NON-DEPOSIT INSTITUTION (SEESE ONLY)	
	001570030350009 HDW58 08/23/2022	
	0085005314	

7



Invoice

Peak Performance Timing, LLC
P.O. Box 1561
Port Orchard, WA 98366

(360) 447-0723
peakperformancetiming@gmail.com

Order Date: 6/14/2022

Ship Date: 7/23/2022



Order Number: 20220723WASRGM

Ship To: Washington State Senior Games

Bill To: Washington State Senior Games
Dianne Foster
run.dj4@gmail.com

Date	Quantity	Description	Unit Price	Total
7/23/2022	1	Professional Track & Field Timing and Results -202 athletes (135 men, 67 women), 627 entries (431 men, 196 women)	750.00	\$750.00
7/23/2022	1	Minimum RFID Single Road Race Fee- \$450 (+50 Second Race)	500.00	\$500.00
		Charges for Services		\$1,250.00
7/23/2022	1	Discount Road Race same finish as track event finishes	250.00	(\$250.00)
Thank you for your business!!!				
Amount Due				\$1,000.00

Front:

WASHINGTON STATE SENIOR GAMES PO BOX 1487 14547 OLYMPIA, WA 98507-1487		2741 34-688(123)
<u>July 26, 2022</u> DATE		RECEIVED
Pay to the Order of	<u>Peak Performance Timing, LLC</u>	\$ <u>1,000.00</u>
<u>One thousand and no/100</u>		Dollars
 COMMENCEMENT BANK 400 Franklin St. Ste 100, Olympia, WA 98501 (360) 626-4111		
For	<u>T&F, Road Race Timing+Results</u>	<u>Dianne J. Foster</u>
⑆ 125108887⑆ 0100066201⑆		02741

Back:

07262022 202288001809160 125102906

07262022 202288001809160 125102906

CREDIT TO THE ACCOUNT OF:
The Within Named Payee
in Accordance with Payee's Instructions
Absence of Endorsement Guaranteed
KITSAP BANK



From: [Dora Choi](#)
To: [Dianne Foster](#)
Date: Saturday, July 23, 2022 5:06:07 PM

Hello Dianne,

It was great seeing you today! I don't know how you could have added more duties on to what you did in previous years! You are a Wonder Woman!

Here are the addresses for the \$300 stipend per judge:

Marie VerMeer **\$300 - Check 2763**
14308 NE Sandy Blvd Unit 3
Portland, OR 97230

Katie Burnett **\$300 - Check 2764**
7303 224th St SW #G-10
Edmonds, WA 98026

Dora Choi **\$300 - Check 2765**
13715 Ashworth Ave N
Seattle, WA 98133

Allan Chinn did end up judging both racewalks. After the first one, he said he enjoyed it! He was a great person to work with. Please let me know if you would like me to have him send you his mailing address.

\$300 - Check 2767
Thank you very much, **Allan Chinn**
Dora Choi **4605 S. 254th St. Kent,**
206-890-3641 **WA. 98032**

On Sat, Jul 16, 2022 at 10:13 PM Dianne Foster <dianne@wasenior.games> wrote:

I will have lap counters for both races. The timers will probably have a chip to pin on their shirt to be used to record lap times.

Good to hear Allan is on board. He is also helping with another event or two so I will work with Fran Melzer to figure out the amount for a stipend.

Addresses would be great. Thanks!

Dianne

On Sat, Jul 16, 2022 at 8:16 PM Dora Choi <dora.choi.training@gmail.com> wrote:

Hello Dianne,

Thank you so much for telling me about Allan. Turns out he is already a certified official, so Marie is going to give him a short clinic Saturday and then we'll put him to work.

May we please also get \$300 stipend for him? Checks after the games will be fine, that will be less for you to remember to bring to The Games. I will collect addresses and send them to you later.

Also, will you be able to provide 2 lap counters for each of the racewalks?

Yes, we can seek out Mike Sullivan before the racewalk and talk to him, tell him the rules, and show him if necessary. Also, the head judge usually explains the rules at the start line of each race. I do wish people read the event descriptions more.

Thank you for all your help!
Dora

On Sat, Jul 16, 2022 at 1:36 PM Dianne Foster <dianne@wasenior.games> wrote:

Thanks for coordinating the judges. That stipend works fine. I might need to have you get the addresses so I can mail them a check after the games – or are they expecting a check at the event?

We have 7 people in the 5k and 4 in the 1500. There's one guy, Mike Sullivan, who hasn't done race walk before. Not sure if he meant to register for Race Walk, but he signed up for both race walk events and almost every track and field event. My guess is he doesn't know the race walk technique and should be advised at the start line. Will one of the judges explain the rules at the start line of each race? As "acting commissioner", I wouldn't know what to tell them if that's needed.

I don't have any spare officials for the 5k race walk, other than maybe the starter, Richard LaLonde. There was an email exchange with our field event coordinator, Fran. It sounded like Allan Chinn was coming down to finish a practicum with helping in a race walk event. Maybe you could check with him about being a judge. (Copied email below).

On Jun 30, 2022, at 1:23 PM, ALLAN CHINN <atchinn@comcast.net> wrote:

Hi Fran

Received an email from Bob Springer saying you still need some help with officiating the games. I was planning to come down because I needed to finish my Practicum with helping in a race walk event. I am willing to help you after that race if you still are in need of help. This season I have been working with the pole vault for the indoor PAC 12 season and the outdoor college season. I have done the high jump for the high school season. So if you are still in need of help please let me know because I plan to be down there.

Thanks

Allan Chinn

See you next Saturday!

Dianne

From: Dora Choi <dora.choi.training@gmail.com>
Sent: Saturday, July 16, 2022 12:23 PM
To: Dianne Foster <dianne@wasenior.games>
Subject: Racewalk Judging

Hello Dianne,

How are you? Hope you are not too busy with the WSSG.

I have been doing a bit of coordinating for racewalk judges for the WSSG. Marie Vermeer will definitely be coming from Oregon. She is unable to find anyone else who can come since everyone else will be at the world championships in Eugene. I got recertified as an official, so I will be a second judge. Everyone else that I usually rely on from WA state will be in Eugene.

Katie Burnett, who is a racewalker on the US national team, is not certified to judge, but can judge due to her athlete status, according to Carole Langenbach. I've been in email exchanges with her, but I don't have a 100% confirmation from her yet. She will be helping in Eugene that Friday and Sunday, and said she could come up to Tumwater on Saturday due to the stipend that I mentioned to her.

I am requesting a \$300 stipend for each judge (\$900 total if Katie comes up). Will that be possible? (I think last time I requested \$250 per judge from Jack. I increased the amount due to inflation.)

Marie suggested that I try to find other certified officials working at WSSG that we could give some quick training to so we could have 3 certified officials in case a record is set. Do you know of any? I know that a road race is going on during the first racewalk, so the officials might be busy with that.

Thank you very much,

Dora Choi

206-890-3641

2022 – Track & Field

Here are the names and addresses related to track & field and other events at Tumwater HS along with the amount to send and a brief description of their role.

1. Check-in Clerk for all events on the track (Pat) and Finish Line Judge/Official (Vika). Amount: **\$200**

Make the check payable to Pat Kenworthy

Pat Kenworthy (& Vika Severa)

610 McKinnon Ave E Apt 2

Sumner, WA 98390

Check 1027 - \$200

2. Starter for all events on the track. Amount: **\$150**

Richard Lalonde

1109 W Main St

Centralia, WA 98531

Check 1026 - \$150

3. Announcer for all the events at Tumwater HS. Amount: **\$100**

(Not for 2022 – Vonnie Tallon did the announcing so add the \$100 to Rainier Ringers)

Laurie Solheim

6555 27th Ave NE

Seattle, WA 98115

4. Rainier Ringers handbell choir members – only 6 of us this year but they did a lot of work. Amount: **\$500**

You can either send me the check or mail it to the PO box. (for 2022, the total is **\$600** with announcer)

Rainier Ringers

PO Box 98584

Lakewood, WA 98496

Check 2772 - \$600

This is what they helped with:

- Day of event registrations at Tumwater HS for the road run and power walk (only 1 day of event registration this year)
- Helped at the check-in table at the entrance to the stadium
- Lap counter and bell ringer for the 800 m run, 1500 m run, and 1500 m power walk
- Gate keepers at entrance to the track
- Helping at the awards tent (organization of result pages, helping with awards presentations, handing out medals to athletes who weren't present when it was first announced)
- Posting results on the wall
- Helping athletes when they had questions – or referring them to me

AUGUST 16, 2022

Check Paid 2772

-- \$600.00



DETAILS

Account #: (...xxxxxx)

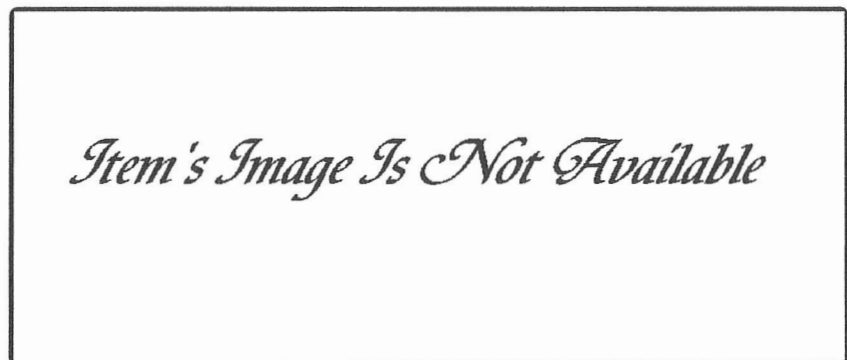
Date: 08-16-2022 Type:

Debit Amount: -

\$600.00

RECEIPT IMAGE

IMAGE ATTACHMENT

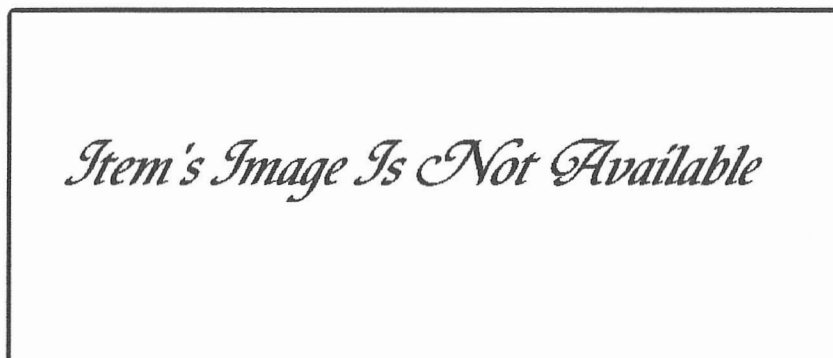


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IMAGE ATTACHMENT



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[View Transaction Images](#)


Washington State Senior Games
PO Box 14547
Tumwater, WA 98511-4547

34-888/1281
August 23, 2022
DATE

1026

PAY TO THE ORDER OF Richard LaLonde \$150.00

One hundred fifty and 00/100 DOLLARS

 COMMENCEMENT BANK
877.281.1888 | commencementbank.com

For T&F Starter - Thank you! Dianne J. Foster

⑈ 1026 ⑈ ⑆ 125108887 ⑆ 0100066201 ⑈

[illegible]

Front:

Washington State Senior Games
PO Box 14547
Turnwater, WA 98511-4547

34 888/1251
1027
August 22, 2022
DATE

PAY TO THE ORDER OF Pet Kernworthy \$ 200.00

Two hundred and no/100 DOLLARS

COMMENCEMENT BANK
877-231-1802 commencementbank.com

FOR T&F clerk, finish line (wife) Dianne J Foster

⑈1027⑈ ⑆125108887⑆ 0100066201⑈

Back:

ENCLOSURE PERMIT

X

Patricia A. Smith

☐ CHECK HERE IF MAIL: P 104-P0811
DO NOT SIGN/WRITE/STAMP/BELOW THIS LINE
FBI BUREAU, WASHINGTON, D.C. 20535

>325081403<
BECU SEATTLE, WA
08/26/2022 53192
R0001 B0222 S147490

☐ Do not include identifying features and other identifying features

Security Section

Management Signature Line

Chemical Security

Process Unit

* Please email to a certified mail or certified return receipt

9

From: [Dora Choi](#)
To: [Dianne Foster](#)
Date: Saturday, July 23, 2022 5:06:07 PM

Hello Dianne,

It was great seeing you today! I don't know how you could have added more duties on to what you did in previous years! You are a Wonder Woman!

Here are the addresses for the \$300 stipend per judge:

Marie VerMeer **\$300 - Check 2763**
14308 NE Sandy Blvd Unit 3
Portland, OR 97230

Katie Burnett **\$300 - Check 2764**
7303 224th St SW #G-10
Edmonds, WA 98026

Dora Choi **\$300 - Check 2765**
13715 Ashworth Ave N
Seattle, WA 98133

Allan Chinn did end up judging both racewalks. After the first one, he said he enjoyed it! He was a great person to work with. Please let me know if you would like me to have him send you his mailing address.

\$300 - Check 2767

Thank you very much,
Dora Choi
206-890-3641

Allan Chinn
4605 S. 254th St. Kent,
WA. 98032

On Sat, Jul 16, 2022 at 10:13 PM Dianne Foster <dianne@wasenior.games> wrote:

I will have lap counters for both races. The timers will probably have a chip to pin on their shirt to be used to record lap times.

Good to hear Allan is on board. He is also helping with another event or two so I will work with Fran Melzer to figure out the amount for a stipend.

Addresses would be great. Thanks!

Dianne

On Sat, Jul 16, 2022 at 8:16 PM Dora Choi <dora.choi.training@gmail.com> wrote:

Hello Dianne,

Thank you so much for telling me about Allan. Turns out he is already a certified official, so Marie is going to give him a short clinic Saturday and then we'll put him to work.

Front:

WASHINGTON STATE SENIOR GAMES		2763
PO BOX 4487 LY 5417		24 898/1251
OLYMPIA, WA 98501-1487		August 8, 2022
Pay to the Order of	Marie VerMeer	\$ 300.00
Three hundred and no/100		Dollars
COMMENCEMENT BANK		
For Race Walk Judge Dianne J. Foster		
⑆ 125108887001000662010 ⑆ 02763		

Back:

ATMID: SUS4S815	ATM Transaction Date: 08/20/22 11:48 AM
Deposit Amount: 34500	PAN: 418662NIFXMI8137
Sequence Number: 6001	Customer DPA: 153694414415
ST PAUL MN	
08/20/22 11:48 AM KC	
>091000022<	
US BANK ATM	
ENROLL HERE	
For deposit only	
St Paul MN	

Front:

WASHINGTON STATE SENIOR GAMES PO BOX 1487 OLYMPIA, WA 98507-1487		2764 34-255/1251
August 8, 2022		DATE
Pay to the Order of <u>Katie Burnett</u>	\$ 300.00	
<u>Three hundred and no/100</u>		Dollars
COMMENCEMENT BANK 1000 Franklin St SE, Ste 102, Olympia, WA 98501 (360) 879-4111		Endorse Here FOR DEPOSIT ONLY
For <u>Race walk judge</u>	<u>Deanne J. Foster</u>	
⑆ 125108887⑆ 000000000000 02764		

Back:

20220817 21 031.005	USAA FSE2045204 021 0031	0290 20220817
012045204 0290	>>314074269<<	>>314074269<<
20220817 012045204	>>314074269<<	

For deposit only to USAA
FSA Account # 50696505

Front:

WASHINGTON STATE SENIOR GAMES
PO BOX 1487
OLYMPIA, WA 98507-1487

2765

34-888/1251

August 8, 2022

Date

© 2019 CALCARD

Pay to the

Order of

Dora Chis

\$ 300.00

Three hundred and 00/100

Dollars



COMMENCEMENT
BANK

Bank of America, N.A., 1000 1st Ave., Seattle, WA 98101
(206) 464-4111

For Race walk judge

Dianne C. Foster

⑆ 125108887 ⑆ 010006620 ⑆

02765

Back:

⑆ 125108887

For Deposit Only - JPMC

⑆ 010006620 ⑆

WASHINGTON STATE SENIOR GAMES

Security Features exceed industry standards and include:

- ImageMatch®: Matching account and check number on back of paper
- MobileMark®: Mobile Deposit check mark to indicate check has been deposited via mobile device
- The Security Weaver® pattern on back designed to deter fraud
- Microprint (MP) lines printed on front and back
- The words ORIGINAL DOCUMENT across the back
- Photo State Deposit® icon visible on front and back

Do not cash if

- Any of the features listed above are missing or appear altered
- Fugitive ink in back looks pink or not undisturbed
- Brown stains or colored spots appear on both front and back

For electronic deposit at
CHECK BOX FOR MOBILE DEPOSIT
NOTE: MAKE OF FINANCIAL INSTITUTION ON LINE ABOVE

ENDORSE HERE

Dora Chis

AUGUST 16, 2022

Check Paid 2767

-- \$300.00



DETAILS

Account #: (...xxxxx)

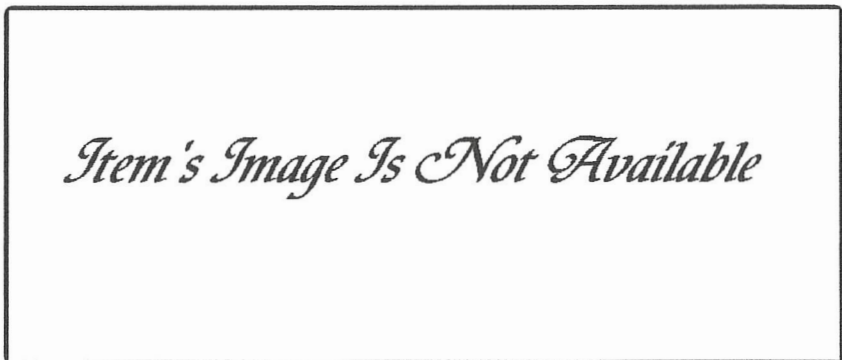
Date: 08-16-2022 Type:

Debit Amount: -

\$300.00

RECEIPT IMAGE

IMAGE ATTACHMENT

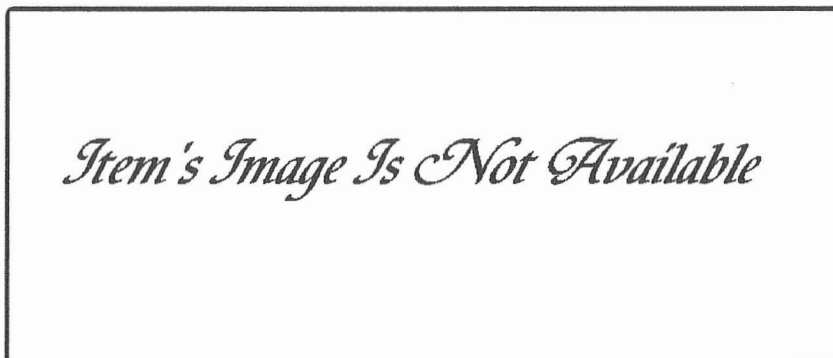


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[View Transaction Images](#)

IMAGE ATTACHMENT



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[View Transaction Images](#)

2022.08.CommcementBankStatement08312022.pdf - Adobe Acrobat Pro DC (32-bit)

File Edit View E-Sign Window Help

Home Tools 2022.08.Commcement... 2022.08.Commcement... x

2 / 4

2022.08.CommcementBankStatement08312022.pdf

08/03 ACH Debit FEE MERCHANT BANKCD IDH592126793 ID: 844211822888 27.90


08/03 ACH Debit DISCOUNT MERCHANT BANKCD IDH592126793 ID: 844211822888 284.22

08/16 ACH Debit TRANSFER PAYPAL IDPAYPALSD22 Internet Initiated Transaction- ID: ADD TO BALANCE 450.00

08/17 ACH Debit CHK ORDERS HARLAND CLARKE ID5580278260 ID: 1ZU225120305200 88.47

Checks Cleared

Date	Number	Amount	Date	Number	Amount
08/18	1001	55.00	08/15	2742	272.02
08/17	1002	35.00	08/01	2743	840.00
08/23	1003	60.00	08/01	2744	465.50
08/18	1004	35.00	08/02	2746 *	285.00
08/17	1005	65.00	08/15	2748 *	120.00
08/16	1006	65.00	08/02	2749	420.00
08/19	1007	65.00	08/02	2750	415.00
08/30	1008	20.00	08/02	2752 *	420.00
08/16	1009	35.00	08/04	2753	435.00
08/24	1011 *	55.00	08/02	2754	360.00
08/19	1015 *	45.00	08/01	2755	240.00
08/22	1016	521.37	08/08	2756	330.00
08/22	1017	428.00	08/12	2757	330.00
08/23	1018	15.45	08/11	2759 *	3,500.00
08/24	1020 *	197.81	08/09	2760	2,261.25
08/24	1021	463.11	08/25	2762 *	3,799.00
08/19	1022	854.47	08/22	2763	300.00
08/29	1025 *	498.94	08/18	2764	300.00
08/29	1026	150.00	08/15	2765	300.00
08/29	1027	200.00	08/19	2766	1,000.00
08/29	1028	100.00	08/16	2767	300.00
08/29	1029	50.00	08/22	2768	186.53
08/19	2729 *	100.00	08/18	2769	3,784.00
08/02	2735 *	600.00	08/17	2770	600.00
08/25	2736	325.00	08/18	2771	1,371.16
08/01	2738 *	160.00	08/16	2772	600.00
08/04	2739	360.00	08/18	2774 *	55.00
08/01	2740	2,080.00	08/16	2775	55.00
08/01	2741	1,000.00	08/17	2776	20.00

 COMMENCEMENT BANK

Page: 3 of 3

[Gmail]

Ha. Anhphuong (DOL)

9/27

you can follow along with what

10

CAROL



Tumwater #64
5500 Little Rock Road
Tumwater, WA 98512



Tumwater #64
5500 Little Rock Road
Tumwater, WA 98512

6P Member 111919743087
21 @ 9.99
E 18600 MANDARINS 209.79
72 @ 1.89
E 30669 BANANAS 136.08
SUBTOTAL 345.87
TAX 0.00
**** TOTAL 345.87

XXXXXXXXXXXX2697 H
AID: A0000000031010
Seq# 226494 App#: 63859C
Costco Visa Resp: APPROVED
Tran ID#: 220100226494....

APPROVED - Purchase
AMOUNT: \$345.87
07/20/2022 17:25 64 226 64 807

Costco Visa 345.87
CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 93
~~07/20/2022~~ 17:25 64 226 64 807



21006422600642207201725

OP#: 807 Name: Nicole S.
Thank You!
Please Come Again
Whse:64 Trn:226 Trn:64 OP:807

Items Sold: 93

6V Member 111919743087
10 @ 9.99
E 18600 MANDARINS 99.90
40 @ 1.89
E 30669 BANANAS 75.60
TOTAL NUMBER OF ITEMS SOLD = 50
SUBTOTAL 175.50
TAX 0.00
**** TOTAL 175.50

XXXXXXXXXXXX2697 H
AID: A0000000031010
Seq# 6808 App#: 17810C
Costco Visa Resp: APPROVED
Tran ID#: 221000006808....

APPROVED - Purchase
AMOUNT: \$175.50
07/29/2022 17:52 64 6 306 607

Costco Visa 175.50
CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 50
~~07/29/2022~~ 17:52 64 6 306 607



21006400603062207291752

OP#: 607 Name: Tai H.
Thank You!
Please Come Again
Whse:64 Trn:6 Trn:306 OP:607


Items Sold: 50
6V 07/29/2022 17:52

Washington State Senior Games
PO Box 14547
Tumwater, WA 98511-4547

34-888/1291
1016

August 16, 2022
Date

PAY TO THE ORDER OF Carol Shawver \$ 521.37
Five hundred twenty one and 37/100 DOLLARS

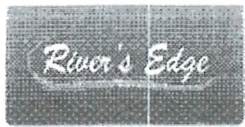
 COMMENCEMENT BANK
87634-1150 | www.commencement.com

FOR DEPOSIT ONLY AT Costco 7/20 + 7/19 Dianne J. Foster

⑈ 1016 ⑆ 125108887⑆ 0100066201Ⓜ

[illegible]

11



7/28/22, 3:05 PM Ticket: A18
Server: Tamara M
Rm 1 Table 8
Seat 1, 2, & 3
Invoice: 220728-01-18

Thank you

1 Edge Burger	12.99
2 Caesar Salad Small	22.96
Bay Shrimp	
1 Edge Burger Cheddar	13.99
1 Fish N Chips 2pc	14.99
1 Pan Seared Rosemary Chicken Full	19.99
1 Edge Burger Swiss	13.99
1 Caesar Salad Full	14.98
Pulled Chicken	
1 Edge Burger Cheddar	13.99
3 River's Edge Club	41.97
1 Edge Burger	12.99
1 Edge Burger	12.99
1 Fish N Chips 3pc	17.99
2 Caesar Salad Small	28.96
Blackened Salmon	
1 River's Edge Club	13.99
5 Fish N Chips 2pc	74.95
1 Edge Burger Swiss	13.99
1 Crispy Chicken Wrap	13.99
Subtotal	356.70
Tumwater Tax	33.82
Total	393.52

Paid 7/28

Suggested Tips
15%=53.96 18%=64.75 20%=71.94

Thank you for visiting us!

Front:

WASHINGTON STATE SENIOR GAMES PO BOX 1487 OLYMPIA, WA 98507-1487		2744 34 888/1251
Date <u>July 28, 2022</u>		Pay to the Order of <u>Rivers Edge</u>
Pay to the Order of <u>Four hundred sixty five and 50/100</u>		\$ 465.50
COMMENCEMENT BANK 600 Franklin St., Ste. 100, Olympia, WA 98501 (360) 606-8111		Dollars
For <u>Golf Merch</u>	<u>Deanne J. Foster</u>	
⑆ 125108887⑆ 0100066201⑆		02744

Back:

0001530128	>125108670< Washington Bus Bk #001 2022-07-28 0001530128 Batch 333723763	ENDORSE HERE: PAY TO THE ORDER OF WASHINGTON BUSINESS BANK OLYMPIA, WA 98506-8707 125108670 FOR DEPOSIT ONLY DESCALTES RIVERS EDGE LLC 012008861 CHECK NO. 2022-07-28 DEPOSIT DATE 07-28-2022
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Golf

Date: Thursday, July 28, 2022

Time: 8:00 am - Check in
9:00 am - Tee times start

Venue: [Tumwater Valley Golf Club](#)
4611 Tumwater Valley Dr SE
Tumwater, WA 98501
360-943-9500

Commissioners: **Ron Rieger**
golf@wasenior.games
Nancy Moss
nancy.moss1609@comcast.net
360-493-1609

Event: 18-hole tournament in groups of four
• [Tee times](#)

Fees:

- \$50 per person
- The Early Bird discount is not applicable for golf
- The WSSG registration fee (\$35) is not applicable for golf

Golf Contests:

- Closest to the pin
- Longest drive
- Medals and awards will be presented following the lunch (see NOTE below)

NOTE: Medals and awards will be presented following lunch in the River's Edge Restaurant, inside the Tumwater Valley Golf clubhouse. Lunch will be provided (excluding alcoholic beverages).

Registration Rules:

- No on-site registration is authorized.
- Participants must provide their Handicap Index and card number (GHIN) on their registration form to determine their net score.
- Foursomes are determined by age and/or handicap.
- Golfers may play in a foursome of their choice or the sport commissioner will assign the player to a foursome.

Format/Rules:

- Course requires soft spikes.
- Carts are included in the fee.
- 18 holes of golf will be played with assigned tee times starting at 9:00 am
- Handicaps will be utilized to assist with assigning tee times for each foursome.
- Medals (gold, silver, bronze) awarded following the lunch for:
 - Lowest Net score in each age division
 - Lowest Gross score overall
- Tees:
 - Men under 70 years of age will play from the white tees.
 - Men 70 years of age and older will play from the red tees.
 - Women will play from the red tees.
- Scoring calculations for Low Net will be made using current Handicap Indices as of July 26, 2022.
- Tournament will be conducted in accordance with USGA rules. Local course rules will also be in effect.
- The commissioners reserve the right to change the tournament format based on entry numbers, space restrictions or other circumstance. This includes but is not limited to tee times or a shotgun start.
- USGA rules regarding coaching and pace of play will be observed.

City of Tumwater Lodging Tax Final Report Form



Organization's Name: Washington State Senior Games

Submitted By: Dianne Foster

Email Address: dianne@wasenior.games

Date: 9/24/2022

Phone: 360-701-8129

This Report Covers:

Activity Name: Washington State Senior Games

Activity Type: ☒ Special Event/Festival

☐ Marketing/Tourism
Promotion Agency

☐ Facility

Activity Start Date: 1/01/2022

Activity End Date: 12/31/2022

Total Activity Cost: \$140,000.00

Total amount of Tumwater lodging tax funds requested: \$15,000.00

Total amount of Tumwater lodging tax funds expended: \$14,987.48

Total amount of lodging tax funds expended from all jurisdictions: \$57,320.00

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	<i>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</i>	PREDICTED:	1,500
		ACTUAL (ESTIMATED):	1,756
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD: Each participant registers for the event. The count for the actual attendance of competitors was calculated using a query in the database of the registered athletes.		
50+ MILES - ATTENDANCE	<i>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</i>	PREDICTED:	875
		ACTUAL (ESTIMATED):	1,101
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD: The count for the actual number of people who traveled over 50 miles to attend this activity was calculated using a query in the database of the registered athletes.		
OUT OF STATE / COUNTRY - ATTENDANCE	<i>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</i>	PREDICTED:	200
		ACTUAL (ESTIMATED):	248
	METHODOLOGY (definitions provided above): Direct Count		
	EXPLAIN TRACKING METHOD: The count for the actual number of people from outside the state and country was calculated using a query in the database of the registered athletes.		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	250
		ACTUAL (ESTIMATED):	360
	METHODOLOGY (definitions provided above): Representative Survey		
	EXPLAIN TRACKING METHOD: SurveyMonkey		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	425
		ACTUAL (ESTIMATED):	270
	METHODOLOGY (definitions provided above): Representative Survey		
	EXPLAIN TRACKING METHOD: SurveyMoney		
PAID LODGING NIGHTS	<i>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</i>	PREDICTED:	510
		ACTUAL (ESTIMATED):	540
	METHODOLOGY (definitions provided above): Representative Survey		
	EXPLAIN TRACKING METHOD: SurveyMonkey		

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

During the course of helping participants find a place to stay, we found that some of the hotels/motels close to their venue were already full. One swimmer from Canada arrived to find that his motel had been overbooked, but fortunately he was able to find a room in another hotel. These would seem to indicate an increase in tourism as more people are coming to stay in the area and filling up the rooms. Many track & field and road run competitors came a day early to check out the Tumwater HS stadium and to go over the course for the 5k/10k run.

The attendance numbers listed above were based on the registered athletes and didn't include family, friends, spectators, volunteers, officials, and judges. These additional people increase the number of tourists who might stay overnight, go out to eat at one of the local restaurants, and explore other tourist attractions in and around 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?

Our attendance was higher than 2021 by 700+ participants and returning to numbers that are close to our typical numbers. We were only 250 competitors below our highest number of athletes that we had in 2018. Although our numbers were favorable this year, they were impacted negatively by the higher than normal cost to drive or fly, especially for individuals or teams traveling from other states.

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/promotional items, venue fees (Tumwater and Olympia School Districts, South Sound YMCA, and Tumwater Valley Golf Course), expenses for officials and judges (road run, track and field, race walk), food and water for athletes.

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

We might add cornhole which apparently is becoming a popular sport. The National Senior Games Association (NSGA) has been doing us a favor in airing a television special about the National Senior Games on Root Sports. We have already seen an increase in number of people inquiring about how to compete in our Games as a result of the NSGA TV program. We will look at increasing the marketing for the track & field meet at Tumwater High School which is one of our sports with a high number of participants.

Return of Organization Exempt From Income Tax**2021**Department of the Treasury
Internal Revenue Service

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.**Open to Public Inspection**

A For the 2021 calendar year, or tax year beginning 01/01/2021 and ending 12/31/2021	
B Check if applicable: <input checked="" type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> 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 PO 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: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) ▶	
I Website: ▶ https://www.washingtonstateseniorgames.com/	
J Tax-exempt status (check only one) — <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> 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	0
	4 Investment income	4	0
	5a Gross amount from sale of assets other than inventory	5a	0
	b Less: cost or other basis and sales expenses	5b	0
	c Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	0
	6 Gaming and fundraising events:		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	0
	b Gross income from fundraising events (not including \$ 0 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	0
c Less: direct expenses from gaming and fundraising events	6c	0	
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	0	
7a Gross sales of inventory, less returns and allowances	7a	0	
b Less: cost of goods sold	7b	0	
c Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c	0	
8 Other revenue (describe in Schedule O)	8	0	
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	0
	21 Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	62,795

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 0		
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 ▶ 0 ; section 4912 ▶ 0 ; section 4955 ▶ 0		
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 ▶ 0		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ 0		
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 ▶ <u>Dianne Foster</u> Telephone no. ▶ <u>360-701-8129</u> Located at ▶ <u>7243 Twin Cedar Ln SE, Tumwater, WA 98501</u> ZIP + 4 ▶ <u>98501</u>		
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	✓
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	✓
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here ▶ <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		
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	✓

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

	Yes	No
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 ☐

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

	Yes	No
47		✓

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48		✓
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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, President Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> 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

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

2021

**Open to Public
Inspection**

Name of the organization

WASHINGTON STATE SENIOR GAMES

Employer identification number

91-2073918

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)(vii)**. (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 33¹/₃% 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 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?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(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.")	135,580	178,456	171,162	13,803	108,392	607,393
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						0
4 Total. Add lines 1 through 3	135,580	178,456	171,162	13,803	108,392	607,393
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						607,393

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	135,580	178,456	171,162	13,803	108,392	607,393
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						607,393
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						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f))	14	100 %
15 Public support percentage from 2020 Schedule A, Part II, line 14	15	100 %
16a 33¹/₃% 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	<input checked="" type="checkbox"/>	
b 33¹/₃% 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	<input type="checkbox"/>	
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	<input type="checkbox"/>	
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	<input type="checkbox"/>	
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	<input type="checkbox"/>	

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 <input type="checkbox"/>						

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$\frac{1}{3}$% support tests—2021. If the organization did not check the box on line 14, and line 15 is more than 33 $\frac{1}{3}$ %, and line 17 is not more than 33 $\frac{1}{3}$ %, check this box and stop here . The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 33$\frac{1}{3}$% support tests—2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 $\frac{1}{3}$ %, and line 18 is not more than 33 $\frac{1}{3}$ %, check this box and stop here . The organization qualifies as a publicly supported organization <input type="checkbox"/>		
20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions <input type="checkbox"/>		

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? <i>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.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
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)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>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.</i>		
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)? <i>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.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>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).</i>		
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?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
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? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
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))? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," provide detail in Part VI.</i>		
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)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

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 <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
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 (<i>explain in detail in Part VII</i>):		
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	<input type="checkbox"/> 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— <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). 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 (<i>provide details in Part VI</i>). 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— <i>explain in Part VI</i>). 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, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . 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.)

Department of the Treasury
Internal Revenue Service

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

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

2021

Open to Public Inspection

91-2073918

Form 990-EZ, Part I, Line 16 - All other expenses associated with holding the 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 Kempf Board of Director	1	0
Monica Sorensen Board of Director	1	0
Dr. Diana Yu Board of Director	1	0

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

- **Hosting Dates**

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

2000 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)

FEE: \$20

EXPEDITED (24-HOUR) SERVICE AVAILABLE - \$20 PER ENTITY
INCLUDE FEE AND WRITE "EXPEDITE" IN BOLD LETTERS
ON OUTSIDE OF ENVELOPE

- 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 03 2000

RALPH MUNRO
SECRETARY OF STATE

FOR OFFICE USE ONLY

FILED: 1 1

IMPORTANT! Person to contact about this filing

DOROTHY MAHAR

Daytime Phone Number (with area code)

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)	
<input type="checkbox"/> Specific Date:	<input checked="" type="checkbox"/> Upon filing by the Secretary of State	
ADOPTION OF THE ARTICLES OF AMENDMENT (Please check ONE of the following)		
<input checked="" type="checkbox"/> 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.		
<input type="checkbox"/> The amendment was adopted by a consent in writing and signed by all members entitled to vote.		
<input type="checkbox"/> 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
Signature of Officer

DOROTHY MAHAR 3-3-00
Printed Name Date

INFORMATION AND ASSISTANCE - 360/753-7115 (TDD - 360/753-1485)

2000 3464 09487 002

FOR OFFICE USE ONLY

Val: 03/03/2000 - 93916
\$20.00 on 03/03/2000
03/03/2000
005-0051987

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 H. MUNRO

Ralph Munro, Secretary of State

2-555326-4

1997 3268 4348 001-005



WASHINGTON NONPROFIT
ARTICLES OF INCORPORATION
RCW 24.03.025

FILED

APR 07 1997

SECRETARY OF STATE
STATE OF WASHINGTON

UBI #: 601-781-951Phone #: 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 annual 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

David Kaynor
(Signature of Registered Agent)

3/26/97
(Date)

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: AUGUST 30, 2023, 12PM/NOON Postmarks, late, or incomplete applications will not be accepted

ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT

ADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 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

WA

98512

City

State

Zip

3603575153

Phone

www.tumwaterchamber.com

Website

info@tumwaterchamber.com

Email Address

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

Amount Requested: \$12000

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

Event/Festival Website (if different than above)

If an existing event, last year's date of event

CERTIFICATION

I hereby state on behalf of Tumwater Area Chamber of Commerce that the:

Organization/Agency Name

Applicant is: ☒ Nonprofit

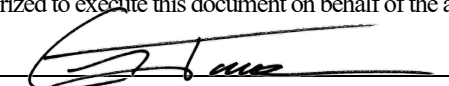
☐ For Profit

☐ 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 (e-signature or original)

8/28/2023

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 www.ci.tumwater.wa.us/LodgingTax.)

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 694 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) Overall attendance	<u>694</u>
b) Staying for the day only <i>and</i> traveling more than fifty miles or more one way from their place of residence or business	<u>-</u>
c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries)	<u>-</u>
d) Staying overnight in paid accommodations away from their place of residence or business	<u>-</u>
e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i> traveling fifty miles or more one way from their place of residence or business	<u>-</u>
f) Total number of paid lodging nights generated in Tumwater	<u>208</u>

- g) 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.

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: <small>(please specify)</small>		
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

City of Tumwater Lodging Tax Final Report Form

Organization's Name: Tumwater Area Chamber of Commerce

Submitted By: Gabriel Toma

Date: 08/30/23

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: 1/01/2023

Activity End Date: 12/31/2023

Total Activity Cost: 0

Total amount of Tumwater lodging tax funds requested: \$0.00-- \$15,000

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	<i>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</i>	PREDICTED:	4,121
		ACTUAL (ESTIMATED):	
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD:		
50+ MILES - ATTENDANCE	<i>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</i>	PREDICTED:	
		ACTUAL (ESTIMATED):	
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD:		
OUT OF STATE / COUNTRY - ATTENDANCE	<i>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</i>	PREDICTED:	1,649
		ACTUAL (ESTIMATED):	
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD:		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	1,063
		ACTUAL (ESTIMATED):	
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD:		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	2,625
		ACTUAL (ESTIMATED):	
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD:		
PAID LODGING NIGHTS	<i>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</i>	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.

The Tumwater Chamber TACC) requests cancellation of the 2023 LTAC agreement. TACC in partnership with the Tumwater School District made significant progress during the 2022-23 year remodeling the facility and training staff. Unfortunately, these activities precluded opening and operating the center during the LTAC period.

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 remodeling and staff training.

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 remodeling and staff training.

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 during 2023-24 upon completion of remodeling and staff training.

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****2022**

Open to Public Inspection

A For the **2022** Calendar year, or tax year beginning **2022-01-01** and ending **2022-12-31****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, Olympia,
WA, US, 98501****D** Employee IdentificationNumber **94-3097775****E** Website:**F** Name of Principal Officer: **TUMWATER AREA CHAMBER OF
COMMERCE****120 State Ave NE, Olympia,
WA, US, 98501**

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 Area Chamber of Commerce

Statement of Financial Income and Expense

Cash Basis

January through December 2022

	Jan - Dec 22
Income	
Event & Program Income	
Raffle and Mulligan Sales	3,505.00
Sponsorship	11,250.00
Tickets & Registration	13,315.00
Total Event & Program Income	28,070.00
Membership Income	
Standard Membership	23,975.00
Total Membership Income	23,975.00
Other Types of Income	
Interest Income	6.01
Miscellaneous Revenue	103.00
Total Other Types of Income	109.01
Rental Income - Building	600.00
Total Income	52,754.01
Gross Profit	52,754.01
Expense	
Business Expenses	
Merchant Service Fees	971.03
Total Business Expenses	971.03
Contract Services	
Recurring Outside Services	29,135.00
Total Contract Services	29,135.00
Event Expenses	
Facility Charges	5,900.00
Food & Beverage	6,486.15
Marketing	49.94
Other	70.56
Partnership Expenses	1,995.00
Presenter	1,121.47
Printing	389.45
Supplies	3,825.60
Total Event Expenses	19,838.17
Facilities and Equipment	
Utilities	
Electricity	325.55
Water & Sewer	615.18
Total Utilities	940.73
Total Facilities and Equipment	940.73
Operations	
Online & website services	588.88
Postage, Mailing Service	33.88
Printing and Copying	52.95
Supplies	310.99
Total Operations	986.70
Other Types of Expenses	
Insurance	1,049.00
Miscellaneous Expense	10.00
Total Other Types of Expenses	1,059.00

Tumwater Area Chamber of Commerce
Statement of Financial Income and Expense
January through December 2022

Cash Basis

	Jan - Dec 22
Taxes & Licenses	
License & Registration	20.00
Property Taxes	303.01
Total Taxes & Licenses	323.01
Travel and Meetings	
Food & Beverage	33.64
Total Travel and Meetings	33.64
Total Expense	53,287.28
Net Income	-533.27

Name	Position #	Phone [H/W/C]	Email
Gabe Toma	1	C 360-623-9966 W360-491-3000	gabe@woodlawnfh.org
	2	C W	
Gina Kotek	3	C 360-791-8704 W 360-339-5424	gtkotek@twinstarcu.com
Kevin Harris	4	C 360-549-6431 W 360-456-4545	KevinH@PrintNW.net
Christy Reynolds	5	C 360-870-7328 W	christyr@reynoldsrealestate.net
Ryan Reynolds	6	C 360.870.7814 W 360.412.6731	ryanr@reynoldsrealestate.net
	7		
Melissa Elkins	8	C 480-734-0201 W 360-704-7544	melissa@experienceolympia.com
Charlie Schneider	9	C 702-498-3224 W (360) 754-4120	CSchneider@ci.tumwater.wa.us charlesschneider9069@yahoo.com
Brian Hardcastle	10	C 360-870-9475 W 360-709-7044	brian.hardcastle@tumwater.k12.wa.us
Amy Warren	11	C W 360-709-2015	awarren@spscc.edu
Nicole Montoya	12	C W (360)-754-9520	nmontoya@olyfed.com

**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 deemed 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, contracts, 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 or 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 with 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.

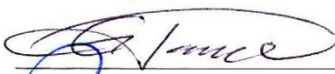

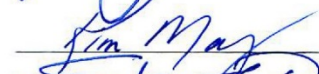



Any Article, Section or provision of these Bylaws, which if construed in the manner expressed herein, should be contrary to or inconsistent with any applicable provision of the law, shall be served from the remainder of these Bylaws, and shall not be in force so long as such revision of the law shall 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
Jim Morley		3.13.18
STAN BOWMAN		3/13/2018
Valerie Sundby-Thorp		3/13/18
BOB JONES		3/13/18



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

Office of Secretary of State
State of Washington

APR 21 1989

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) ☒ 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:

o 488 Tye 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:

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 Tye Drive, Tumwater, WA 98502

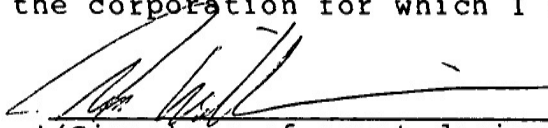
IN WITNESS WHEREOF each incorporator has affixed his/her signature on this 5th day of APRIL, 1989.



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)

TUMWATER AREA CHAMBER OF COMMERCE
1989 BOARD OF DIRECTORS

I. BOARD OF DIRECTORS

- | | |
|--|----------|
| 1. Tom Williamson-President
Creative Business Systems
490 Tyee Dr. STE 101
Tumwater, WA 98502 | 357-4426 |
| 2. John Morris-VP
Great American Bank
3242 Capitol Blvd.
Tumwater, wa 98501 | 753-8790 |
| 3. David Moberg-Secretary
Tyee Hotel
500 Tyee Dr..
Tumwater, WA 98502 | 352-0511 |
| 4. Doug DeLong-Treasurer
Puget Sound National Bank
5400 Capitol Blvd.
Tumwater, WA 98501 | 352-5400 |
| 5. Wes Barclift
1201 North St.
Olympia, WA 98501 | 586-6150 |
| 6. B.J. Bjerke
Black Hills Dist. Co. Inc.
6080 Linderson Way
Tumwater, WA 98501 | 357-5579 |
| 7. Bill Greenwood
Olympic Precast Co.
2520 50th Ave. S.W.
Tumwater, WA 98502 | 352-9758 |
| 8. Dale Johnson
3602 Lorne Ave.
Olympia, WA 98501 | 357-8873 |
| 9. Kathleen Larkin-Kuehn
Key Bank of Puget Sound
P.O. Box 4127
Tumwater, WA 98501 | 943-8750 |

TACC BOARD OF DIRECTOR CONTINUED

- | | |
|---|----------|
| 10. Leonard Smith
City of Tumwater
555 Israel Rd.
Tumwater, WA 98502 | 754-4120 |
| 11. Ron Shook
Tumwater Rental
6135 Capitol Blvd.
Tumwater, WA 98502 | 754-7337 |
| 12. Judi Tennant
Tennant and Company
490 Tyee Drive, T02
Tumwater, WA 98502 | 357-6023 |
| 13. Don Trosper
KVSN AM Radio
Evergreen Broadcasting
P.O. Box 4207
Tumwater, WA 98501 | 943-9834 |
| 14. Gene Vosberg
The Falls Terrace
106 Deschutes Way SE
Tumwater, WA 98501 | 943-6811 |

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: AUGUST 30, 2023, 12PM/NOON Postmarks, late, or incomplete applications will not be accepted

ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT

ADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

<u>Washington Center for the Performing Arts</u> Organization/Agency Name <u>Jill Barnes</u> Contact Name <u>512 Washington St SE</u> Mailing Address <u>(360) 753-8585</u> Phone <u>washingtoncenter.org</u> Website	<u>91-1182866</u> Federal Tax ID Number <u>Executive Director</u> Title <table style="width: 100%;"> <tr> <td style="width: 33%;"><u>Olympia</u></td> <td style="width: 33%;"><u>WA</u></td> <td style="width: 33%;"><u>98501</u></td> </tr> <tr> <td>City</td> <td>State</td> <td>Zip</td> </tr> </table> <u>jibarnes@washingtoncenter.org</u> Email Address	<u>Olympia</u>	<u>WA</u>	<u>98501</u>	City	State	Zip
<u>Olympia</u>	<u>WA</u>	<u>98501</u>					
City	State	Zip					

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

Amount Requested: \$15,000 Total Project / Event Budget: \$2,990,000

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

The Washington Center has two theaters spaces: the newly renovated 1,000-seat main stage theater and the 140-seat black box theater. These spaces hold 200+ performances each year attracting over 100,000 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 2024 we are eagerly anticipating Pink Martini, two evenings of STOMP, Colin Mochrie and Brad Sherwood from "Whose Line is it Anyway?" and more. For over 38 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

<u>Name of Event/Festival</u>	<u>Location</u>	<u>Date of Event/Festival</u>
<hr/>		
<u>Event/Festival Website (if different than above)</u>	<u>If an existing event, last year's date of event</u>	

CERTIFICATION

I hereby state on behalf of 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

Name and Title

Jill Barnes

Signature (e-signature or original)

August 30, 2023

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 www.ci.tumwater.wa.us/LodgingTax.)

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.

In November 2022 we completed a two-phase \$8.8 million capital campaign to enhance the quality and efficiency of producing live performing arts and cultural events. These interior renovations helped reinvigorate interest in the space, drawing new audiences to the Center this season.

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.

In addition to 2 full-time marketing personnel plus graphic design services we have estimated \$136,000 in direct marketing expenses, printing, and mailing services for the upcoming season. We maintain a busy website and online ticketing database that can serve patrons 24/7 and are working on developing an app patrons can use to purchase tickets on their mobile devices. Social media platforms are utilized for announcing events and engaging with current and future patrons near and far.

We have a corps of 195 active volunteers who collectively donated over 8,734 hours during our last season, for a total donated worth of \$277,741, demonstrating the significant community interest in supporting the

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

Center. Our Tumwater volunteers represent 9% of our volunteer force. We have an ongoing 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 \$11,300 from Tumwater, \$496,000 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 represents 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 2024 calendar year, funds contributed by Tumwater will represent approximately 10.8% of our 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, retail stores, hotels, and parking lots. 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.

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

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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, Oregon, and beyond, 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.

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) Overall attendance	<u>105,000</u>
b) Staying for the day only <i>and</i> traveling more than fifty miles or more one way from their place of residence or business	<u>1,943</u>
c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries)	<u>840</u>
d) Staying overnight in paid accommodations away from their place of residence or business	<u>1,470</u>
e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i> traveling fifty miles or more one way from their place of residence or business	<u>1,943</u>
f) Total number of paid lodging nights generated in Tumwater	<u>386</u>

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

- g) 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 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 ticketed performance if requested, which identifies the zip code of ticket purchaser, which would provide the most accurate information available. As is the nature with ticketed events and mentioned above, 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. Approximately 61% of patrons at the Washington Center attend ticketed events. Thirty-nine percent attend non-ticketed events (ArtsWalk, Olympia Junior Programs, etc.), for which we are unable to capture demographic information.

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?

Patrons make hotel reservations separate from purchasing performance tickets. We work with Experience Olympia & Beyond to inform our patrons about local hotels, dining options, and experiences. We offer travel information on our website, and we include information for out of town guests on electronic tickets and performance email reminders. We are also heavily engaged in social media and use that platform to showcase our sponsors and events that would be of interest to our patrons.

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.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

In the last several years there has been high turnover with customer service staff in all industries, including front line staff. We are reigniting our voucher program and communication to hotel employees, so that they may also have an opportunity to attend events at the Center and share their first hand experiences with guests. We will also include communication with local hotel management/staff to provide information on upcoming shows or any available last-minute deals for guests. 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.

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.

The following are artistic partners or organizations who have performed or rented space at the Washington Center in the past several years:

Ballet Northwest
Debby's Dance, Etc.
Emerald City Music
Experience Olympia and Beyond
Harlequin Productions
Inspired to Move Dance Academy
Johansen Olympia Dance Center
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
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

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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:		\$144,500.00
Admission:		\$1,035,837.00
Reserves:		
Donations/Contributions:		\$150,258.37
Grants:		\$31,500.00
Program Service Fees:		\$253,317.00
In-kind Donations:		
Gift Shop:		
Vendor Fees:		\$520,682.00
Fundraising Activities:		\$160,000.00
City of Lacey Lodging Tax:		\$30,000.00
City of Olympia Lodging Tax:		\$535,100.00
City of Tumwater Lodging Tax:		\$15,000.00
Thurston County Lodging Tax:		\$5,000.00
Other Sources of Revenue: (please specify)	Other/Misc	\$14,249.60
Other Source:	Concessions	\$102,240.00
Other Source:		
Other Source:		
TOTAL REVENUE:		\$2,997,683.97

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		\$1,683,482.80
Administration: (utilities, phone, etc.)		\$289,728.39
Marketing and Promotion:		\$194,405.00
Professional / Consultant Fees:		\$419,293.00
Equipment:		\$48,360.00
Facility / Event Venue Rental:		
Travel: (please specify)	Conferences, professional development	\$22,000.00
All Other Expenses: (please specify)	Fundraising	\$57,820.00
Other Expense:	Event expenses (non-artist)	\$203,312.45
Other Expense:	Other	\$75,562.97
Other Expense:		
TOTAL EXPENSES:		\$2,993,964.61
PROGRAM EXCESS (DEFICIT):		\$3,719.36

Blind Boys of Alabama: Zip Code Report

COUNT	Admission	Admission Customer	Admission Customer Postal Code
3	Rochester		14607-1116
2	Boca Raton		33433
2	Loveland		45140
2	South Bend		46601
2	Ludington		49431
2	Fort Collins		80526
4	Encino		91316
9	Coto de Caza		92679
1	Sacramento		95834
2	Astoria		97103
2	Federal Way		98003
2	Maple Valley		98038
4	Renton		98059
2	Auburn		98092
4	Seattle		98102
1	Seattle		98106
1	Seattle		98115
4	Seattle		98117
4	Seattle		98118
2	Seattle		98119
2	Seattle		98144
2	Bellingham		98225
2	Port Townsend		98368
4	Puyallup		98371
2	Puyallup		98374
2	Spanaway		98387
6	Steilacoom		98388
2	Tacoma		98404
1	Tacoma	98406-4801	
2	Tacoma		98407
2	Tacoma		98408
2	Tacoma		98422
5	lakewood		98498
2	Tacoma		98498
150	Olympia		98501
40	Tumwater		98501
2	Tumwater	98501-0036	
2	Olympia	98501-1818	
2	Olympia	98501-3012	
2	Olympia	98501-3327	
2	Olympia	98501-3619	
3	Olympia	98501-3824	
2	Olympia	98501-4269	
1	Olympia	98501-4447	
2	Olympia	98501-4774	
2	Olympia	98501-5006	

Blind Boys of Alabama: Zip Code Report

1	Tumwater	98501-5404
2	Olympia	98501-6638
1	Olympia	98501-6649
2	Olympia	98501-7119
2	Olympia	98501-9111
143	Olympia	98502
2	Olympia	98502-2636
2	Olympia	98502-3587
2	Olympia	98502-3613
2	Olympia	98502-4200
1	Olympia	98502-4252
4	Olympia	98502-4417
5	Olympia	98502-5437
4	Olympia	98502-5438
1	Olympia	98502-8329
2	Olympia	98502-8530
22	Lacey	98503
2	Lacey	98503-2386
2	Olympia	98503-4026
64	Olympia	98506
2	Olympia	98506-1225
2	Olympia	98506-1504
2	Olympia	98506-2620
2	Olympia	98506-3453
2	Olympia	98506-3625
2	Olympia	98506-4027
2	Olympia	98506-9624
16	Olympia	98507
2	Olympia	98507-1141
4	Olympia	98508
1	Olympia	98508-3376
2	Lacey	98509
3	Lacey	98509-3247
2	Lacey	98509-5195
2	Lacey	98509-5304
6	Tumwater	98511
44	Olympia	98512
20	Tumwater	98512
2	Olympia	98512-5532
2	Olympia	98512-5621
2	Lacey	98513
3	Lacey, WA	98513
35	Olympia	98513
2	Olympia	98513-5404
1	Olympia	98513-5625
2	Lacey	98513-6428
27	Lacey	98516

Blind Boys of Alabama: Zip Code Report

30	Olympia	98516
2	Olympia, WA	98516
2	Olympia	98516-9500
2	Olympia	98516-9547
1	Aberdeen	98520
1	Olympia	98521
2	Belfair	98528
2	Bucoda	98530
2	Centralia	98531
4	Chehalis	98532
2	Cosmopolis	98537
2	East Olympia	98540
2	Elma	98541
2	Littlerock	98556
4	Montesano	98563
2	Ocean Shores	98569
4	Rainier	98576
2	Ranier	98576
2	Raymond	98577
11	Rochester	98579
1	Ryderwood	98581
1	Salkum	98582
20	Shelton	98584
3	Skokomish	98584
2	Shelton	98584-8811
6	Tenino	98589
4	Winlock	98596
8	Yelm	98597
4	Vancouver	98662

Frozen II - Zip Code Report

COUNT Ad Admission Customer Cibn Customer Postal Code

5	South Bend	46601
14	Coto de Caza	92679
3	Portland	97231
4	BELLEVUE	98005
2	Tacoma	98023
6	Kent	98032
10	DuPont	98327
3	Olympia	98327
6	Eatonville	98328
3	Port Orchard	98367
4	Port Townsend	98368
3	Puyallup	98373
6	Puyallup	98374
3	Puyallup	98375
6	PUYALLUP	98375-9649
4	Steilacoom	98388
2	Bonney Lake	98391
2	Tacoma	98405
4	Ruston	98407
4	Tacoma	98408
4	Fife	98424
2	Tacoma	98466
5	University Place	98466
2	Lakewood	98498
3	Olympi	98501
147	olympia	98501
23	Tumwater	98501
5	Olympia	98501-4160
127	Olympia	98502
2	Olympia	98502-4253
3	Olympia	98502-4349
4	Olympia	98502-5438
4	Olympia	98502-8531
4	Olympia	98502-9480
37	Lacey	98503
4	Olympia	98503
3	Lacey	98503-7031
61	Olympia	98506
3	Olympia	98506-3529
5	Olympia	98508
3	Lacey	98509
2	Tumwater	98511
36	Olympia	98512
40	Tumwater	98512
4	Olympia	98512-2802
2	Tumwater	98512-7386

Frozen II - Zip Code Report

3 Olympia	98512-7930
24 Lacey	98513
20 Olympia	98513
2 Olympia, Washington, U	98513
2 Olympia	98513-3437
52 Lacey	98516
10 Olympia	98516
4 Olympia	98516-9557
4 Yelm	98517
8 Aberdeen	98520
8 Centralia	98531
2 Chehalis	98532
3 Hoquiam	98550
5 Littlerock	98556
4 Mccleary	98557
4 Matlock	98560
5 Montesano	98563
3 Napavine	98565
2 Rainier	98576
9 Rochester	98579
14 Shelton	98584
11 Tenino	98589
10 Yelm	98597
9 Vancouver	98686
10 Anchorage	99503

Legally Blonde - Zip Code Report

COUNT Ad Admission Customer Cion Customer Post

1	New York	10038
3	Memphis	38103
2	milwaukee	53211
2	APPLETON	54915
1	Seattle	78240
2	Morrison	80465
2	Henderson	89052
2	Santa Monica	90403
2	Coto De Caza	92679
2	Kalama	96825
4	Seattle	98010
2	Bothell	98011
2	Edmonds	98020
2	Issaquah	98027
2	Maple Valley	98038
2	Redmond	98052
3	Newcastle	98056
2	Woodinville	98077
4	Seattle	98102
1	Seattle	98103
2	Seattle	98105
2	Seattle	98133
1	Seattle	98144-2858
2	Seattle	98155
1	Seattle	98178
2	SeaTac	98188
2	Des Moines	98198
2	Everett	98201
2	Bellingham	98225
4	BREMERTON	98312
4	Buckley	98321
4	DuPont	98327
5	Gig Harbor	98335
3	Tacoma	98338
3	Indianola	98342
2	Orting	98360
8	Poulsbo	98370
6	Puyallup	98372
3	Puyallpe	98373
2	Puyallup	98373
3	Puyallup	98373-5700
2	Olympia	98380
3	Steilacoom	98388
4	Vaughn	98394
6	Tacoma	98401
2	Tacoma	98402

Legally Blonde - Zip Code Report

4 Tacoma	98403
3 Tacoma	98405
9 Tacoma	98406
13 Tacoma	98407
1 Tacoma	98408
3 Tacoma	98419
4 Tacoma	98443
6 Fircrest	98466
4 UNIVERSITY PLACE	98466
2 University Place	98467
1 Lakewood	98498
4 Lakewood	98499
107 Olympia	98501
21 Tumwater	98501
2 Tumwater	98501-0036
2 Olympia	98501-3012
1 Olympia	98501-3327
1 Olympia	98501-3619
2 Olympia	98501-3773
3 Olympia	98501-3824
2 Olympia	98501-4347
3 Olympia	98501-4774
2 Olympia	98501-4991
1 Tumwater	98501-5404
2 Olympia	98501-6651
123 Olympia	98502
6 Olympia	98502-1570
2 Olympia	98502-2636
4 Olympia	98502-3587
2 Olympia	98502-3613
4 Olympia	98502-5215
2 Olympia	98502-9677
35 Lacey	98503
4 Olympia	98503
2 Lacey	98503-1921
1 Lacey	98503-3163
2 Olympia	98503-3440
2 Lacey	98503-3980
2 Olympia	98503-4026
89 Olympia	98506
6 Olympia	98507
2 Olympia	98508-1069
1 Lacey	98509
2 Tumwater	98511
51 Olympia	98512
25 Tumwater	98512
2 Olympia	98512-5532

Legally Blonde - Zip Code Report

2 Tumwater	98512-6927
1 Tumwater	98512-7214
8 Lacey	98513
41 Olympia	98513
1 Olympia	98513-5625
33 Lacey	98516
35 Olympia	98516
13 Aberdeen	98520
4 Belfair	98528
2 Centralia	98531
4 Chehalis	98532
2 Elma	98541
2 Grayland	98547
2 Hoquiam	98550
4 McCleary	98557
11 Montesano	98563
2 Ocean shores	98569
4 Rainier	98576
1 Rochester	98579
10 Shelton	98584
10 Tenino	98589
2 Tenino	98589-9597
2 Tenino	98589-9695
2 Toledo	98591
2 UNION	98592-9752
4 Yelm	98597
2 Yelm	98598
2 Toronto	M4E 2W7
2 Victoria	V8R 1G8

THE WASHINGTON CENTER FOR THE PERFORMING ARTS

Scope of Services – Attachment A

2023

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 \$11,300 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.

2023 Venue Marketing Plan

- Digital advertising reaching over 118,000 each month
- Paid advertising with local radio stations
- Print Ads in local newspapers and fliers
- Posters printed and distributed in Thurston and Pierce Counties
- 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

INVOICE
CITY OF TUMWATER
TOURISM/LODGING TAX PROGRAM FUNDING

CONTACT PERSON: Jill Barnes Employer Identification Number: 91-1182866
AGENCY: The Washington Center DATE: 10/18/22
ADDRESS 512 Washington St SE PHONE: 360-753-8585
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).

<u>Services Provided (Scope of Services/Exhibit A)</u>	<u>Date(s) Provided</u>	<u>Cost (Itemized)</u>
Sitecrafting website calendar update	2/16/22	\$2275.00
VCB advertising	4/8/22	\$1986.00
McClatchy/The Olympian season advertising	1/31/22	\$2867.50
McClatchy/The Olympian season advertising	2/28/22	\$2392.50
McClatchy/The Olympian season advertising	3/31/22	\$3472.50

TOTAL AMOUNT REQUESTED: \$ 11,000.00

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:

Hanna M. Miles
Executive Department
555 Israel Road SW
Tumwater, WA 98501

SiteCrafting Inc.
2716 A Street
Tacoma, WA 98402
(253)272-2248
accounting@sitecrafting.com



BILL TO
Washington Center for the
Performing Arts
Accounts Payable
512 Washington St SE
Olympia, WA 98501

INVOICE # 39713
DATE 02/15/2022
DUE DATE 03/02/2022

DESCRIPTION	QTY	RATE	AMOUNT
Website Management and Maintenance - The Events Calendar - Upgrade	13	175.00	2,275.00

We update our rates annually. Please contact us if you would like a copy of our current Rate Sheet.

BALANCE DUE

\$2,275.00

We will add 1.5% service charge (minimum \$25) on all invoices more than 15 days past due.

THE WASHINGTON CENTER FOR THE PERFORMING ARTS

128134

Date	Invoice Number	Description	Amount	Discount	Net Amount
2/15/2022	39713	Event Calendar upgradq	2,275.00	0.00	2,275.00

Check: 128134 2/16/2022 SiteCrafting

Check Total: 2,275.00

Visitor and Convention Bureau of Thurston
County
P.O. Box 1394
Olympia, WA 98507

Invoice

Date	Invoice #
4/4/2022	997-36802

Bill To

Washington Center for the Performing Arts
Jill Barnes
572 Washington St SE
Olympia, WA 98501

Terms	Due Date
Net 30	5/4/2022

Quantity	Description	Amount
	Half Page Ad	1,986.00
Total		\$1,986.00

THE WASHINGTON CENTER FOR THE PERFORMING ARTS

128273

Date	Invoice Number	Description	Amount	Discount	Net Amount
4/4/2022	997-36802	half page ad	1,986.00	0.00	1,986.00

Check: 128273	4/8/2022	Visitor and Convention	Check Total:	1,986.00
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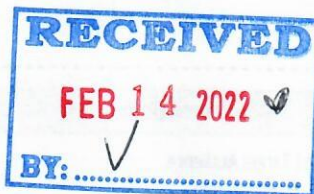
Beaufort Gazette
Belleville News-Democrat
Bellingham Herald
Bradenton Herald
Centre Daily Times
Charlotte Observer
Columbus Ledger-Enquirer
Fresno Bee

The Herald - Rock Hill
Herald Sun - Durham
Idaho Statesman
Island Packet
Kansas City Star
Lexington Herald-Leader
Merced Sun-Star
Miami Herald

el Nuevo Herald - Miami
Modesto Bee
Raleigh News & Observer
The Olympian
Sacramento Bee
Fort Worth Star-Telegram
The State - Columbia
Sun Herald - Biloxi

Sun News - Myrtle Beach
The News Tribune Tacoma
The Telegraph - Macon
San Luis Obispo Tribune
Tri-City Herald
Wichita Eagle

WA CTR PERFORMING ARTS
Attn: Accounts Payable
512 WASHINGTON ST SE
OLYMPIA, WA 98501



INVOICE	
Invoice No.:	96364
Invoice Date:	01/31/2022
Due Date:	03/02/2022
Bill-To Account:	26578
Sales Rep:	Karen McClennen

Print

Date	Ad No.	PO	Description	Size	Notes	Net Amount
01/02/2022	547365		OLY-The Olympian - Main Any	B-Quarter Page V		\$95.00
01/07/2022	547269		OLY-The Olympian - Entertainment Any	B-Quarter Page V		\$0.00
01/09/2022	547366		OLY-The Olympian - Main Any	B-Quarter Page V		\$95.00
01/14/2022	547270		OLY-The Olympian - Entertainment Any	B-Quarter Page V		\$0.00
01/16/2022	547367		OLY-The Olympian - Main Any	B-Quarter Page V		\$95.00
01/21/2022	547271		OLY-The Olympian - Entertainment Any	B-Quarter Page V		\$0.00
01/23/2022	547155		OLY-The Olympian - Main Any	B-Half Page H		\$0.00
01/23/2022	547369		OLY-The Olympian - Main Any	B-Quarter Page V		\$95.00
01/28/2022	547272		OLY-The Olympian - Entertainment Any	B-Quarter Page V		\$0.00
01/30/2022	547370		OLY-The Olympian - Main Any	B-Quarter Page V		\$95.00

McClatchy Digital

Dates	Ad No.	PO	Description	Size	Net Amount
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Please Return This Portion With Your Payment (Thank You)

McClatchy Company LLC
PO Box 510150
Livonia MI 48151

INVOICE	
Invoice No.:	96364
Account No.:	26578
Account Name:	WA CTR PERFORMING ARTS
Amount Due:	\$2,867.50

Email questions to ssccreditandcollections@mcclatchy.com

8926001762 PRESORT 1762 1 MB 0.482 P1C7



WA CTR PERFORMING ARTS
ATTN: ACCOUNTS PAYABLE
512 WASHINGTON ST SE
OLYMPIA WA 98501-1330

McClatchy Company LLC
PO Box 510150
Livonia MI 48151

0000026578 0000096364 000286750 0





Beaufort Gazette
Belleville News-Democrat
Bellingham Herald
Bradenton Herald
Centre Daily Times
Charlotte Observer
Columbus Ledger-Enquirer
Fresno Bee

The Herald - Rock Hill
Herald Sun - Durham
Idaho Statesman
Island Packet
Kansas City Star
Lexington Herald-Leader
Merced Sun-Star
Miami Herald

el Nuevo Herald - Miami
Modesto Bee
Raleigh News & Observer
The Olympian
Sacramento Bee
Fort Worth Star-Telegram
The State - Columbia
Sun Herald - Biloxi

Sun News - Myrtle Beach
The News Tribune Tacoma
The Telegraph - Macon
San Luis Obispo Tribune
Tri-City Herald
Wichita Eagle

McClatchy Digital

Dates	Ad No.	PO	Description	Size	Net Amount
10/26/2021 - 05/29/2022	542998		The Olympian Target Audience <i>Corliss/Thompson</i>	Standard Display Sizes	\$687.50

Digital Campaigns and Services

Dates	Ad No.	PO	Description	Notes	Net Amount
10/28/2021 - 05/29/2022	542999		Display Programmatic - EMN/Daily Show		\$625.00
01/21/2022 - 01/26/2022	547106		The Olympian Target Audience <i>EMN Native Article</i>		\$1,080.00

Summary	
Amount Due:	\$2,867.50

Int'l Guitar - \$333.33

Comedy 1/2 - \$133.33

BBJ-Reynolds/Gringa - \$133.33

EMN - \$2552.48

GL Code 5210-23-2
Descr Multi-show ads

128146

THE WASHINGTON CENTER FOR THE PERFORMING ARTS

Date	Invoice Number	Description	Amount	Discount	Net Amount
1/31/2022	96364	Multi-show advertising	2,867.50	0.00	2,867.50

Check: 128146

2/24/2022

McClatchy Company L

Check Total:

2,867.50

Kresh - \$266.00

Sedaris - \$200



Beaufort Gazette
Belleville News-Democrat
Bellingham Herald
Bradenton Herald
Centre Daily Times
Charlotte Observer
Columbus Ledger-Enquirer
Fresno Bee

The Herald - Rock Hill
Herald Sun - Durham
Idaho Statesman
Island Packet
Kansas City Star
Lexington Herald-Leader
Merced Sun-Star
Miami Herald

el Nuevo Herald - Miami
Modesto Bee
Raleigh News & Observer
The Olympian
Sacramento Bee
Fort Worth Star-Telegram
The State - Columbia
Sun Herald - Biloxi

Sun News - Myrtle Beach
The News Tribune Tacoma
The Telegraph - Macon
San Luis Obispo Tribune
Tri-City Herald
Wichita Eagle

Page 1 of 2

WA CTR PERFORMING ARTS
Attn: Accounts Payable
512 WASHINGTON ST SE
OLYMPIA, WA 98501



INVOICE	
Invoice No.:	103170
Invoice Date:	02/28/2022
Due Date:	03/30/2022
Bill-To Account:	26578
Sales Rep:	Karen McClennen

Print

Date	Ad No.	PO	Description	Size	Notes	Net Amount
02/04/2022	547273		OLY-The Olympian - Entertainment Any	B-Quarter Page V		\$0.00
02/06/2022	547371		OLY-The Olympian - Main Any	B-Quarter Page V		\$95.00
02/11/2022	547274		OLY-The Olympian - Entertainment Any	B-Quarter Page V		\$0.00
02/13/2022	547372		OLY-The Olympian - Main Any	B-Quarter Page V		\$95.00
02/18/2022	547276		OLY-The Olympian - Entertainment Any	B-Quarter Page V		\$0.00
02/20/2022	547373		OLY-The Olympian - Main Any	B-Quarter Page V		\$95.00
02/25/2022	547277		OLY-The Olympian - Entertainment Any	B-Quarter Page V		\$0.00
02/27/2022	547374		OLY-The Olympian - Main Any	B-Quarter Page V		\$95.00

McClatchy Digital

Dates	Ad No.	PO	Description	Size	Net Amount
02/02/2022 - 02/02/2022	547047		The Olympian Homepage <i>-Daily Show</i>	Responsive Billboard Takeover	\$700.00
10/26/2021 - 05/29/2022	542998		The Olympian Target Audience <i>-Collins/Thompson</i>	Standard Display Sizes	\$687.50

Digital Campaigns and Services

Please Return This Portion With Your Payment (Thank You)

THE WASHINGTON CENTER FOR THE PERFORMING ARTS

128210

Date	Invoice Number	Description	Amount	Discount	Net Amount
2/28/2022	103170	Multi show ads	2,392.50	0.00	2,392.50

Check: 128213

3/24/2022

McClatchy Company L

Check Total:

2,392.50



Beaufort Gazette
Belleville News-Democrat
Bellingham Herald
Bradenton Herald
Centre Daily Times
Charlotte Observer
Columbus Ledger-Enquirer
Fresno Bee

The Herald - Rock Hill
Herald Sun - Durham
Idaho Statesman
Island Packet
Kansas City Star
Lexington Herald-Leader
Merced Sun-Star
Miami Herald

el Nuevo Herald - Miami
Modesto Bee
Raleigh News & Observer
The Olympian
Sacramento Bee
Fort Worth Star-Telegram
The State - Columbia
Sun Herald - Biloxi

Sun News - Myrtle Beach
The News Tribune Tacoma
The Telegraph - Macon
San Luis Obispo Tribune
Tri-City Herald
Wichita Eagle

Dates	Ad No.	PO	Description	Notes	Net Amount
10/28/2021 - 05/29/2022	542999		Display Programmatic		\$625.00

women in jazz & Daily Show

Summary	
Amount Due:	\$2,392.50

Daily Show - 1279.16
Hatt/Glass 666.66
Thompson 410.41
2/17 Comedy 133.32
Collins 810.41
Ladies of Lough 133.32
Silent Film 133.32
Women in Jazz 399.98
T66S 266.66
British 133.32
Melissa 333.32
Koreah 266.66

\$14,899.84 total
2392.50 cash
2507.34 trade

GL Code 5210-23-2
Descr multi-show ads
Signature [Signature]
Chase VISA ☐ Yes ☒ No
☐ Operating Exp ☐ Capital Campaign
☐ Equip R&R ☐ Maintenance Exp



Beaufort Gazette
Belleville News-Democrat
Bellingham Herald
Bradenton Herald
Centre Daily Times
Charlotte Observer
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Fresno Bee

The Herald - Rock Hill
Herald Sun - Durham
Idaho Statesman
Island Packet
Kansas City Star
Lexington Herald-Leader
Merced Sun-Star
Miami Herald

el Nuevo Herald - Miami
Modesto Bee
Raleigh News & Observer
The Olympian
Sacramento Bee
Fort Worth Star-Telegram
The State - Columbia
Sun Herald - Biloxi

Sun News - Myrtle Beach
The News Tribune Tacoma
The Telegraph - Macon
San Luis Obispo Tribune
Tri-City Herald
Wichita Eagle



Page 1 of 2

WA CTR PERFORMING ARTS
Attn: Accounts Payable
512 WASHINGTON ST SE
OLYMPIA, WA 98501



INVOICE	
Invoice No.:	110375
Invoice Date:	03/31/2022
Due Date:	04/30/2022
Bill-To Account:	26578
Sales Rep:	Karen McClennen

Print

Date	Ad No.	PO	Description	Size	Notes	Net Amount
03/04/2022	547278		OLY-The Olympian - Entertainment Any	B-Quarter Page V		\$0.00
03/06/2022	547376		OLY-The Olympian - Main Any	B-Quarter Page V		\$95.00
03/11/2022	547279		OLY-The Olympian - Entertainment Any	B-Quarter Page V		\$0.00
03/13/2022	547377		OLY-The Olympian - Main Any	B-Quarter Page V		\$95.00
03/18/2022	547280		OLY-The Olympian - Entertainment Any	B-Quarter Page V		\$0.00
03/20/2022	547378		OLY-The Olympian - Main Any	B-Quarter Page V		\$95.00
03/25/2022	547281		OLY-The Olympian - Entertainment Any	B-Quarter Page V		\$0.00
03/27/2022	547379		OLY-The Olympian - Main Any	B-Quarter Page V		\$95.00

McClatchy Digital

Dates	Ad No.	PO	Description	Size	Net Amount
03/01/2022 - 03/01/2022	547053		The Olympian Homepage <i>Ladies of laughter</i>	Responsive Billboard Takeover	\$700.00
10/26/2021 - 05/29/2022	542998		The Olympian Target Audience <i>TUGS</i>	Standard Display Sizes	\$687.50

Digital Campaigns and Services

Please Return This Portion With Your Payment (Thank You)

THE WASHINGTON CENTER FOR THE PERFORMING ARTS

128291

Date	Invoice Number	Description	Amount	Discount	Net Amount
3/31/2022	110375		3,472.50	0.00	3,472.50



Beaufort Gazette
Belleville News-Democrat
Bellingham Herald
Bradenton Herald
Centre Daily Times
Charlotte Observer
Columbus Ledger-Enquirer
Fresno Bee

The Herald - Rock Hill
Herald Sun - Durham
Idaho Statesman
Island Packet
Kansas City Star
Lexington Herald-Leader
Merced Sun-Star
Miami Herald

el Nuevo Herald - Miami
Modesto Bee
Raleigh News & Observer
The Olympian
Sacramento Bee
Fort Worth Star-Telegram
The State - Columbia
Sun Herald - Biloxi

Sun News - Myrtle Beach
The News Tribune Tacoma
The Telegraph - Macon
San Luis Obispo Tribune
Tri-City Herald
Wichita Eagle

Dates	Ad No.	PO	Description	Notes	Net Amount
10/28/2021 - 05/29/2022	542999		Display Programmatic	W Women in Jazz	\$625.00
03/11/2022 - 03/23/2022	547115		The Olympian Target Audience	TGGS Native Story	\$1,080.00

Summary	
Amount Due:	\$3,472.50

GL Code 5210-23-2
Descr multi show ads
Signature [Signature]
Chase VISA ☐ Yes ☒ No
☐ Operating Exp ☐ Capital Campaign
☐ Franch R&R ☐ Maintenance Exp

\$ 6719.08 total
\$ 3472.50 cash
3246.58 trade

From: [Carrie Swindler](#)
To: [Hanna Miles](#)
Cc: [Jocelyn Wood](#); [Jill Barnes](#)
Subject: RE: 2022 Lodging Tax Contract with the City of Tumwater
Date: Monday, October 24, 2022 3:18:16 PM

Hi Hanna,

Thank you for your patience!

Regarding the McClatchy/Olympian invoices that have 10/21 dates under the McClatchy Digital and Digital Campaigns and Services sections, those are for the span of time that these specific ads are running, but the charge listed is for the current month. You will note that the same Ad No. is listed on multiple invoices (542998 and 542999) along with a charge for the current month's ad (\$687.50 and \$625 respectively).

Regarding the invoice from Sitecrafting for website work, the quantity of 13 reflects the number of hours spent on the project.

Let me know if there are any other questions.

Best regards,

Carrie Swindler, Business Manager
360-753-8585 x 105
businessmanager@washingtoncenter.org

From: Hanna Miles <HMiles@ci.tumwater.wa.us>
Sent: Monday, October 24, 2022 10:19 AM
To: Carrie Swindler <businessmanager@washingtoncenter.org>
Subject: RE: 2022 Lodging Tax Contract with the City of Tumwater

Hi Carrie,

Just a reminder, I am waiting on an email from you that explains the 2021 dates on the receipts. I will attach that as a PDF to the package and process for payment. 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

From: Carrie Swindler <businessmanager@washingtoncenter.org>
Sent: Friday, October 21, 2022 10:52 AM

City of Tumwater Lodging Tax Final Report Form

Organization's Name: Washington Center for the Performing Arts

Submitted By: Jocelyn Wood

Date: 1/26/2023

Email Address: jwood@washingtoncenter.org

Phone: (360) 753-8585 x103

This Report Covers:

Activity Name: Washington Center for the Performing Arts - 2022

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

Activity Start Date: 1/01/2022

Activity End Date: 12/31/2022

Total Activity Cost: \$2,188,584

Total amount of Tumwater lodging tax funds requested: \$11,000.00

Total amount of Tumwater lodging tax funds expended: \$11,000.00

Total amount of lodging tax funds expended from all jurisdictions: \$419,365.00

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	<i>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</i>	PREDICTED:	60,000
		ACTUAL (ESTIMATED):	42,848
	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	<i>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</i>	PREDICTED:	3,000
		ACTUAL (ESTIMATED):	2,142
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Ticketing database and head count at events, using Americans for the Arts economic impact study data.		
OUT OF STATE / COUNTRY - ATTENDANCE	<i>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</i>	PREDICTED:	480
		ACTUAL (ESTIMATED):	343
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Ticketing database and head count at events, using Americans for the Arts economic impact study data.		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	210
		ACTUAL (ESTIMATED):	150
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Ticketing database and head count at events, using Americans for the Arts economic impact study data.		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	278
		ACTUAL (ESTIMATED):	198
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Ticketing database and head count at events, using Americans for the Arts economic impact study data.		
PAID LODGING NIGHTS	<i>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</i>	PREDICTED:	314
		ACTUAL (ESTIMATED):	236
	METHODOLOGY (definitions provided above): Structured Estimate		
	EXPLAIN TRACKING METHOD: Ticketing database and head count at events, using Americans for the Arts economic impact study data.		

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

We had several performances with sold-out performances attracting tourists from a wide area. In just three of our top-selling performances in 2022 we had patrons from New Hampshire, New Jersey, New York, Pennsylvania, North Carolina, Florida, Montana, Kentucky, Michigan, Wisconsin, Illinois, Kansas, Oklahoma, Colorado, Texas, Idaho, Arizona, Utah, California, Oregon, Hawaii, and of course - throughout Washington State. One man from Bellevue was a great example of the impact of arts tourism. 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.

TUMWATER SPECIFIC QUESTIONS:

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

We experienced a higher number of tourists in 2022 than in 2021. However, we are not yet back to pre-pandemic levels. We experienced less attendance than we originally anticipated, which was due to several factors including rampant COVID variants in early 2022, and our remodel from July-October 2022. Since reopening in November 2022 we are seeing record sales and attendance, with many sold-out performances and high interest. This gives us great excitement for 2023 and beyond.

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 continue to refine our marketing efforts for performances, closely monitoring which outlets have the best return. We also continue to educate our staff to be certified tourism ambassadors to provide the best experience for our patrons. We have a wonderful season planned and as mentioned above we are seeing record sales and attendance, with sold-out performances!

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)

OMB No. 1545-0047

2021

Open to Public Inspection

▶ 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.

A For the 2021 calendar year, or tax year beginning **07/01/21**, and ending **06/30/22**

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

91-1182866

E Telephone number

360-753-8585

G Gross receipts \$

4,345,089

F Name and address of principal officer:

Ann Flannigan

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) () (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: **www.washingtoncenter.org**

H(c) Group exemption number ▶

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

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 <input type="checkbox"/> 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)	
	4	Number of independent voting members of the governing body (Part VI, line 1b)	
	5	Total number of individuals employed in calendar year 2021 (Part V, line 2a)	
	6	Total number of volunteers (estimate if necessary)	
Revenue	7a	Total unrelated business revenue from Part VIII, column (C), line 12	0
	7b	Net unrelated business taxable income from Form 990-T, Part I, line 11	0
	8	Contributions and grants (Part VIII, line 1h)	2,473,186
	9	Program service revenue (Part VIII, line 2g)	92,451
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	40,836
Expenses	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	12,082
	12	Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,618,555
	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)	511,813
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶	138,196
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	953,012
	18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	1,464,825
	19	Revenue less expenses. Subtract line 18 from line 12	1,153,730
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	3,938,920
	21	Total liabilities (Part X, line 26)	724,071
	22	Net assets or fund balances. Subtract line 21 from line 20	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			
	Tim Coley Type or print name and title	Vice Chair			
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	PATRICIA L PICH	PATRICIA L PICH	04/19/23	<input type="checkbox"/>	P01558603
	Firm's name ▶	Firm's EIN ▶			
	Patricia L. Pich, CPA, PLLC	81-4135216			
	Firm's address ▶	Phone no.			
	2413 Pacific Ave SE Suite C	360-339-7867			
	Olympia, WA 98501				

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** (2021)

Part III Statement of Program Service AccomplishmentsCheck 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 \$ **1,308,419** including grants of \$) (Revenue \$ **818,133**)**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 \$ **797,889** including grants of \$) (Revenue \$ **616,394**)**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 **2,106,308**

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	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	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		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		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 Rev. Proc. 98-19? If "Yes," complete Schedule C, Part III		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		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		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	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		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	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	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		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		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		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	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		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	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		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		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		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		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		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		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		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		X
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
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		X

Form 990 (2021) **Washington Center for the**
Part IV Checklist of Required Schedules (continued)

91-1182866

Page 4

	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? <i>If "Yes," complete Schedule I, Parts I and III</i>		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? <i>If "Yes," complete Schedule J</i>		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? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
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?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
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? <i>If "Yes," complete Schedule L, Part I</i>		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? <i>If "Yes," complete Schedule L, Part I</i>		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? <i>If "Yes," complete Schedule L, Part II</i>		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? <i>If "Yes," complete Schedule L, Part III</i>		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? <i>If "Yes," complete Schedule L, Part IV</i>		X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	X	
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		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? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		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)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		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? <i>If "Yes," complete Schedule R, Part VI</i>		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.	X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck 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		
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	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	61
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.	2b	X
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	
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? Note: See the instructions for additional information the organization must report on Schedule O.	13a	
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
17	Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in 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 ☒

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 17		
b Enter the number of voting members included on line 1a, above, who are independent	1b 17		
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 on 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 on 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 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 ► **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 ►

Carrie Swindler**512 Washington St SE****Olympia****WA 98501****360-753-8585**

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck 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, 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) Jill Barnes	40.00									
Exec. Director	0.00			X				126,758	0	0
(2) Tim Coley	1.00									
Vice Chair	0.00	X		X				0	0	0
(3) Sandy DiBernardo	1.00									
Board Member	0.00	X						0	0	0
(4) Cheryl Duryea	1.00									
Board Member	0.00	X						0	0	0
(5) Ann Flannigan	1.00									
Chair	0.00	X		X				0	0	0
(6) Lavon Hardison	1.00									
Board Member	0.00	X						0	0	0
(7) George O. Lamb	1.00									
Board Member	0.00	X						0	0	0
(8) Maria Meconi	1.00									
Secretary	0.00	X		X				0	0	0
(9) Quint Newell	1.00									
Past Chair	0.00	X		X				0	0	0
(10) Noel Ostrander	1.00									
Board Member	0.00	X						0	0	0
(11) Mike Reid	1.00									
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/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			
(12) Debra Stephens	1.00									
Board Member	0.00	X						0	0	0
(13) Ron Thomas	1.00									
Board Member	0.00	X						0	0	0
(14) Alison Vega	1.00									
Board Member	0.00	X						0	0	0
(15) Deborah Vinsel	1.00									
Board Member	0.00	X						0	0	0
(16) Spence Weigand	1.00									
Board Member	0.00	X						0	0	0
(17) Lynn Wofford	1.00									
Treasurer	0.00	X		X				0	0	0
1b Subtotal								126,758		
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)								126,758		

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

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 RevenueCheck 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	1,713,139				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	1,147,541				
	g Noncash contributions included in lines 1a-1f	1g	\$ 465,483				
	h Total. Add lines 1a-1f			2,860,680			
Program Service Revenue				Business Code			
	2a Center Event Income		711300	818,133	818,133		
	b Theater Rental and User		711300	405,868	405,868		
	c Box Office Service Charge		711300	210,526	210,526		
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			1,434,527			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			-23,673	-23,673		
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6a Gross rents	6a	(i) Real (ii) Personal				
	b Less: rental expenses	6b					
	c Rental inc. or (loss)	6c					
	d Net rental income or (loss)						
	7a Gross amount from sales of assets other than inventory	7a	(i) Securities (ii) Other				
	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	65,132					
b Less: cost of goods sold	10b						
c Net income or (loss) from sales of inventory			65,132	65,132			
Miscellaneous Revenue				Business Code			
	11a Miscellaneous			8,423	8,423		
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d			8,423			
12 Total revenue. See instructions			4,345,089	1,484,409	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

☒

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				
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	824,815	448,365	300,173	76,277
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.)	840,645	801,489	13,599	25,557
12 Advertising and promotion	135,025	134,025	1,000	
13 Office expenses	193,660	150,688	32,317	10,655
14 Information technology				
15 Royalties				
16 Occupancy	542,050	507,600	30,163	4,287
17 Travel	6,403	2,216	4,187	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	291		291	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	146,630		146,630	
23 Insurance	15,279	13,957	1,322	
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 Concessions Exp	47,968	47,968		
b Fundraising	21,420			21,420
c				
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	2,774,186	2,106,308	529,682	138,196
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 <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance SheetCheck 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	905,983	1	2,659,873
	2 Savings and temporary cash investments	622,401	2	
	3 Pledges and grants receivable, net	83,678	3	91,722
	4 Accounts receivable, net	90,398	4	242,183
	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	13,078	8	10,549
	9 Prepaid expenses and deferred charges	39,350	9	53,502
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 3,398,752		
	b Less: accumulated depreciation	10b 1,495,897	10c	1,902,855
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11	210,839	12	189,341
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	230,519	15	255,927
16 Total assets. Add lines 1 through 15 (must equal line 33)	3,938,920	16	5,405,952	
Liabilities	17 Accounts payable and accrued expenses	59,485	17	155,279
	18 Grants payable		18	
	19 Deferred revenue	365,869	19	236,252
	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	298,717	25	79,853
	26 Total liabilities. Add lines 17 through 25	724,071	26	471,384
	Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.		
27 Net assets without donor restrictions		2,314,339	27	3,886,063
28 Net assets with donor restrictions		900,510	28	1,048,505
Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> 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		3,214,849	32	4,934,568
33 Total liabilities and net assets/fund balances	3,938,920	33	5,405,952	

Part XI Reconciliation of Net AssetsCheck 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	4,345,089
2	Total expenses (must equal Part IX, column (A), line 25)	2	2,774,186
3	Revenue less expenses. Subtract line 2 from line 1	3	1,570,903
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	3,214,849
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	148,816
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	4,934,568

Part XII Financial Statements and ReportingCheck 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: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> 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? 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: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		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: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	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.	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?	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	X	

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

**Washington Center for the
Performing Arts**

Employer identification number

91-1182866**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?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990) 2021

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.")	1,615,954	1,485,028	1,497,975	2,473,186	2,860,680	9,932,823
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			1,369,800
4 Total. Add lines 1 through 3	2,072,554	1,941,628	1,954,575	2,473,186	2,860,680	11,302,623
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						11,302,623

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	2,072,554	1,941,628	1,954,575	2,473,186	2,860,680	11,302,623
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						11,302,623
12 Gross receipts from related activities, etc. (see instructions)					12	5,649,006

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	100.00 %
15 Public support percentage from 2020 Schedule A, Part II, line 14	15	100.00 %
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 <input checked="" type="checkbox"/>		
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 <input type="checkbox"/>		
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 <input type="checkbox"/>		
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 <input type="checkbox"/>		
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 <input type="checkbox"/>		

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 ▶ <input type="checkbox"/>						

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? <i>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.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
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)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>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.</i>		
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)? <i>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.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>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).</i>		
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?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
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? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
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))? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," provide detail in Part VI.</i>		
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)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

- 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?
- b** A family member of a person described on line 11a above?
- 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.

	Yes	No
11a		
11b		
11c		

Section B. Type I Supporting Organizations

- 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.
- 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.

	Yes	No
1		
2		

Section C. Type II Supporting Organizations

- 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).

	Yes	No
1		

Section D. All Type III Supporting Organizations

- 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?
- 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).
- 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.

	Yes	No
1		
2		
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).
- 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.
- 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.
- 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.
- 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.

	Yes	No
2a		
2b		
3a		
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 (<i>explain in detail in Part VI</i>):		
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	<input type="checkbox"/> 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 2021 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-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.)

Public Inspection Copy

**Schedule B
(Form 990)**Department of the Treasury
Internal Revenue Service**Schedule of Contributors**

► **Attach to Form 990 or Form 990-PF.**
 ► **Go to *www.irs.gov/Form990* for the latest information.**

OMB No. 1545-0047

2021

Name of the organization

**Washington Center for the
Performing Arts**

Employer identification number

91-1182866

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 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 foundationCheck 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

- ☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33¹/₃% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), 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), 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).

For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2021)

Name of organization

Washington Center for the

Employer identification number

91-1182866**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		\$ 85,038	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2		\$ 226,417	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

**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

2021**Open to Public
Inspection**

Name of the organization

**Washington Center for the
Performing Arts**

Employer identification number

91-1182866**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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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).

<input type="checkbox"/> Preservation of land for public use (for example, recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> 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:

- c Beginning balance
 d Additions during the year
 e Distributions during the year
 f Ending balance

	Amount
1c	
1d	
1e	
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			
b Contributions					
c Net investment earnings, gains, and losses		31,857			
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses		2,231			
g End of year balance		152,623			

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:

- (i) Unrelated organizations
 (ii) Related organizations

	Yes	No
3a(i)		X
3a(ii)		X
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

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	940,189	368,667
d Equipment		1,764,139	555,708	1,208,431
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				1,577,098

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. (Column (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. (Column (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)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

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) Gift Certificates	79,853
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	79,853

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	4,345,089
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	4,345,089
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	4,345,089

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	2,774,186
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	2,774,186
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	2,774,186

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)*

Public Inspection Copy

SCHEDULE M
(Form 990)**Noncash Contributions**

OMB No. 1545-0074

2021**Open To Public
Inspection**Department of the Treasury
Internal Revenue Service

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

Name of the organization

Employer identification number

91-1182866**Performing Arts****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 ▶ ()	X	1	465,483	
26 Other ▶ ()				
27 Other ▶ ()				
28 Other ▶ ()				

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

29

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?

Yes No

30a		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?

31		X
-----------	--	----------

32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?

32a		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.

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule M (Form 990) 2021

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.

Public Inspection Copy

**SCHEDULE O
(Form 990)**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 Form 990-EZ.

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

OMB No. 1545-0047

2021**Open to Public
Inspection**

Name of the organization

**Washington Center for the
Performing Arts**

Employer identification number

91-1182866**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			
	\$ 458,074	\$ 0	\$ 0
Stagehand fees			
	\$ 222,162	\$ 0	\$ 0
Professional fees			
	\$ 110,984	\$ 9,422	\$ 22,285
Miscellaneous			
	\$ 10,269	\$ 4,177	\$ 3,272
Total			
	\$ 801,489	\$ 13,599	\$ 25,557

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:

<u>NAME</u>	<u>ADDRESS</u>
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
PERCY BEAN

Lynn Brunton
LYNN BRUNTON

William P. Carr
WILLIAM CARR

Fred Goldberg
FRED GOLDBERG

Judy Henderson
JUDY HENDERSON

Zane Lambert
ZANE LAMBERT

Robert Lovely
ROBERT LOVELY

Judy McNickle
JUDY MCNICKLE

Robert Olson
ROBERT OLSON

Barbara O'Neill
BARBARA O'NEILL

Richard G. Phillips, Jr.
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

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, Jr.,
President

ARTICLES OF AMENDMENT - 1

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, JR.

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

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

Taduna

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

1) 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 1 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 1.
- 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- INDEMNIFICATION

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

1. 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

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: AUGUST 30, 2023, 12PM/NOON Postmarks, late, or incomplete applications will not be accepted

ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT

ADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

<u>Tumwater Downtown Association</u> Organization/Agency Name	<u>02-0572938</u> Federal Tax ID Number
<u>John Morton</u> Contact Name	<u>President</u> Title
<u>1950 Black Lake Blvd SW</u> Mailing Address	<u>Olympia</u> <u>WA</u> <u>98512</u> City State Zip
<u>360-705-9795</u> Phone	<u>john@johnrmortoncpa.com</u> Email Address
<u>Website</u>	

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

Amount Requested: \$30,000.00 Total Project / Event Budget: \$ 50,000.00

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

24th Annual 4th of July Celebration for the City of Tumwater. The celebration includes The Artesian Festival and Fireworks show, held at the Tumwater Valley Golf Course. This is the largest and most profitable single-day, family oriented event in our area.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 24 number of years

<u>Tumwater Artesian Festival</u> Name of Event/Festival	<u>Tumwater Valley Golf Course</u> Location	<u>7/4/2024</u> Date of Event/Festival
	<u>7/4/2023</u>	

Event/Festival Website (if different than above) If an existing event, last year's date of event

CERTIFICATION

I hereby state on behalf of Tumwater Downtoan 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.

<u>John Morton, President</u> Name and Title	<u>John Morton</u> Signature (e-signature or original)	<u>8/29/2023</u> 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 the Artesian Festival is to provide a family oriented event 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 www.ci.tumwater.wa.us/LodgingTax.)

The lodging tax funds will be used specifically for the festival costs including the fireworks show, children's activities, games, and additional entertainment. We will also use the funds for marketing and promotion.

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

We will continue to expand and enhance 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 over 100+ volunteers helping to coordinate and assist with the festival events of the day. We will have over 1,500+ volunteer hours in total for planning, logistics and the running of the Festival. The volunteers are from 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?

60%

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.

It is our belief, the overall impact of tourism that the Festival creates is felt directly in the retail, food service, and lodging sectors. As a result of the Festival, local businesses and the community as a whole will benefit from the tourism at the Festival.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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

We will continue to expand our marketing efforts again this year. We will use 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?

Without the LTAC funding, there would not be a Festival. The LTAC funds are vital to our continued success and without such funding, the Festival would 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) Overall attendance | <u>15,000+</u> |
| b) Staying for the day only <i>and traveling more than fifty miles</i> or more one way from their place of residence or business | <u>15,000+</u> |
| c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) | <u>50</u> |
| d) Staying overnight in paid accommodations away from their place of residence or business | <u>25+</u> |
| e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i> traveling fifty miles or more one way from their place of residence or business | <u>100</u> |
| f) Total number of paid lodging nights generated in Tumwater | <u>20</u> |
| g) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above. | |

Data is collected from Festival volunteers, parking attendants, informal discussions with attendees and entry forms for drawings and contests.

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.**

Festival volunteers will continue to collect data and track attendance. Logistically, we are unable to gather demographic information from all attendees. The information that we collect from the entry forms and contests provides us some valuable data.

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

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

Increased marketing campaigns and highlighting our partnership with the City of Tumwater and significance of the LTAC funding are means to promote overnight stays in Tumwater.

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 promote the City of Tumwater similarly as we have in past years. This includes all media platforms such as print, social media, word of mouth, 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?

The support of the Lodging Tax Advisory Committee is vital to our existence. Without this partnership and the support of the City, we would have been able to continue with the Festival.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility.

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 24th annual Artesian Festival! We are extremely proud to have made it this long. What originally began as just 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 extremely thankful for the support of the City in helping us get to the point we are at.

Not unlike others facing rising costs and difficult economic times, we work extremely hard to keep costs down while still providing a quality event for the community. We continue to work with the business community and look for partnerships that will be beneficial to all.

We look forward to many more years of our partnership with the City of Tumwater. 100% of LTAC funds have been used only for festival costs. We continue to increase our attendance each year as the tradition continues. We are excited about what is ahead for The Artesian 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:		\$17,500.00
Admission:		\$0.00
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: <small>(please specify)</small>		
Other Source:	Parking Revenue	\$5,500.00
Other Source:		
Other Source:		
TOTAL REVENUE:		\$43,000.00

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		
Administration: (utilities, phone, etc.)		
Marketing and Promotion:		\$8,500.00
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	\$480.00
Other Expense:		
TOTAL EXPENSES:		\$43,980.00
PROGRAM EXCESS (DEFICIT):		(\$980.00)

Tumwater Downtown Association
Scope of Services - Exhibit A
2023

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

Rcvd 12/19/22
Processed 1/10/23
Total contract allowable
amount is \$20,000 - HMM

INVOICE
CITY OF TUMWATER
TOURISM/LODGING TAX PROGRAM FUNDING

CONTACT PERSON: John Morton Employer Identification Number: 02-0572938
AGENCY: Tumwater Downtown Association DATE: 12/19/2022
ADDRESS 1950 Black Lake Blvd SW PHONE: 360-705-9795
Olympia, WA 98512 EMAIL: john@johnrmortoncpa.com

Proof of Payment Must Be Attached

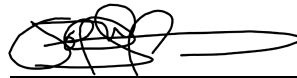
The agency identified above provided the following services to the City of Tumwater to promote tourism (see RCW 67.28.080).

<u>Services Provided (Scope of Services/Exhibit A)</u>	<u>Date(s) Provided</u>	<u>Cost (Itemized)</u>
Fireworks, children's actives	7/4/2022	43,516.18

TOTAL AMOUNT REQUESTED: \$ 20,000.00

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

President

TITLE

Please mail this invoice to:

Hanna M. Miles
Executive Department
555 Israel Road SW
Tumwater, WA 98501
Phone: (360) 754-4120

Sammeter Downtown Association
1900 Black Eagle Blvd SW
Olympia, WA 98512

Heritage Bank
88-7083/2251

5176

8/29/2022

PAID TO THE
ORDER OF Alpha Pyrotechnics

\$ **35,000.00

Thirty-Five Thousand and 00/100

DOLLARS

Alpha Pyrotechnics
1100 Anderson Rd
Olympia, WA 98520

Fireworks Show 2022 - Invoice #1680



Murray L. SA
AUTHORIZED SIGNATURE

⑆005176⑆ ⑆325170835⑆7050047862⑆

0910275566
2022-09-06

BOFW >121199782< 09/02/2022 092199349004478

DEPOSIT TO THE ACCOUNT OF THE WRITER NAMED
PETER J. BAKER OF THE WEST
BANK OF THE WEST

City of Tumwater Lodging Tax Final Report Form

Organization's Name: Tumwater Downtown Association

Submitted By: John Morton

Date: 1/30/2023

Email Address: John@JohnRMortonCPA.com

Phone: 360.705.9795

This Report Covers:

Activity Name: Tumwater Artesian Festival

Activity Type: ☒ Special Event/Festival

☐ Marketing/Tourism
Promotion Agency

☐ Facility

Activity Start Date: 7/04/2022

Activity End Date: 7/04/2022

Total Activity Cost: \$44,829.00

Total amount of Tumwater lodging tax funds requested: \$16,350.00

Total amount of Tumwater lodging tax funds expended: \$16,350.00

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	<i>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</i>	PREDICTED:	14,000
		ACTUAL (ESTIMATED):	14,000
	METHODOLOGY (definitions provided above): Informal Survey		
	EXPLAIN TRACKING METHOD: Gate attendants and volunteers counting attendees as they enter the festival		
50+ MILES - ATTENDANCE	<i>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</i>	PREDICTED:	100
		ACTUAL (ESTIMATED):	100
	METHODOLOGY (definitions provided above): Informal Survey		
	EXPLAIN TRACKING METHOD: Information is collected from contest entries as well as conversations from attendees by festival volunteers.		
OUT OF STATE / COUNTRY - ATTENDANCE	<i>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</i>	PREDICTED:	25
		ACTUAL (ESTIMATED):	30
	METHODOLOGY (definitions provided above): Informal Survey		
	EXPLAIN TRACKING METHOD: Information is collected from contest entries as well as conversations from attendees by festival volunteers.		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	20
		ACTUAL (ESTIMATED):	20
	METHODOLOGY (definitions provided above): Informal Survey		
	EXPLAIN TRACKING METHOD: Information is collected from contest entries as well as conversations from attendees by festival volunteers.		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	13,980
		ACTUAL (ESTIMATED):	13,980
	METHODOLOGY (definitions provided above): Informal Survey		
	EXPLAIN TRACKING METHOD: Information is collected from contest entries as well as conversations from attendees by festival volunteers.		
PAID LODGING NIGHTS	<i>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</i>	PREDICTED:	20
		ACTUAL (ESTIMATED):	20
	METHODOLOGY (definitions provided above): Informal Survey		
	EXPLAIN TRACKING METHOD: Information is collected from contest entries as well as conversations from attendees by festival volunteers.		

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

Being able to hold the festival again was a major plus for the City and surrounding areas. Nobody could have predicted the last two years but not being able to have the festival was a big loss for the community. The tradition that has been built around the City's 4th of July activities is one that is truly a part of the fabric of community. We are extremely proud to be a part of the community and take great pride in providing a family friendly event to celebrate Independence Day.

TUMWATER SPECIFIC QUESTIONS:

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

Our turnout was great even going back to pre-Covid. Disregarding the past two years, we still had our best festival to date.

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, all Scopes were completed.

What expenses did you pay using Tumwater Lodging Tax funds?

Festival costs - most directly the cost of the fireworks.

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 planning to expand our marketing and promotion for The Artesian Festival on multiple platforms, as well as to continue to look for additional opportunities to work with the local community. We will continue to expand our marketing efforts to the surrounding areas to gain greater visibility.

Tumwater Downtown Association
Profit & Loss
January through December 2022

	Jan - Dec 22
Income	
4300 · Parking Revenue	5,808.50
4500 · Sponsorship Revenue	39,500.00
Total Income	45,308.50
Cost of Goods Sold	
5000 · Fireworks	35,000.00
Total COGS	35,000.00
Gross Profit	10,308.50
Expense	
6010 · Marketing & Promotion	8,200.91
6050 · Insurance	408.40
6100 · Bank Service Charges	80.00
Total Expense	8,689.31
Net Income	1,619.19

Tumwater Downtown Association

Board of Directors

President – John Morton

Vice President – Murray Smith

Secretary – Brett Hardcastle

Form **990-EZ**Department of the Treasury
Internal Revenue Service**Short Form**
Return of Organization Exempt From Income TaxUnder 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

2022**Open to Public
Inspection****A** For the 2022 calendar year, or tax year beginning , 2022, and ending ,

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Tumwater Downtown Association 1950 Black Lake Blvd SW Olympia, WA 98512	D Employer identification number 02-0572938 E Telephone number 360-705-9795 F Group Exemption Number
G Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify):		H Check <input checked="" type="checkbox"/> if the organization is not required to attach Schedule B (Form 990).
I Website: N/A		
J Tax-exempt status (check only one) — <input type="checkbox"/> 501(c)(3) <input checked="" type="checkbox"/> 501(c) (4) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
K Form of organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input checked="" type="checkbox"/> Association <input type="checkbox"/> 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. \$ 45,309.		

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
	2 Program service revenue including government fees and contracts	2 45,309.
	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 45,309.	
Expenses	10 Grants and similar amounts paid (list in Schedule O)	10
	11 Benefits paid to or for members	11
	12 Salaries, other compensation, and employee benefits	12
	13 Professional fees and other payments to independent contractors	13
	14 Occupancy, rent, utilities, and maintenance	14
	15 Printing, publications, postage, and shipping	15
	16 Other expenses (describe in Schedule O) See Schedule O	16 43,989.
	17 Total expenses. Add lines 10 through 16	17 43,989.
Net Assets	18 Excess or (deficit) for the year (subtract line 17 from line 9)	18 1,320.
	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 0.
	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 1,320.

BAA For Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2022)

Check if the organization used Schedule O to respond to any question in this Part II.

Check if the organization used Schedule O to respond to any question in this Part III.

Check if the organization used Schedule O to respond to any question in this Part IV.

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
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	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
37a Enter amount of political expenditures, direct or indirect, as described in the instructions. 37a 0.		
b Did the organization file Form 1120-POL for this year?	37b	X
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	X
b If "Yes," complete Schedule L, Part II, and enter the total amount involved. 38b 0.		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9. 39a 0.		
b Gross receipts, included on line 9, for public use of club facilities. 39b 0.		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: N/A section 4911: 0.; section 4912: 0.; section 4955: 0.		
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. 0.		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization. 0.		
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: <u>None</u>		

42a The organization's books are in care of: John Morton Telephone no. (360) 705-9795
Located at: 2612-B Yelm Hwy SE Olympia WA ZIP + 4 98501

	Yes	No
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	X
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	X
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 ☐ N/A
and enter the amount of tax-exempt interest received or accrued during the tax year. **43** N/A

	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	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	
45a 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

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.

	Yes	No
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. ☐

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.

	Yes	No
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

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

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.

<input type="checkbox"/> Yes	<input type="checkbox"/> 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	
	John Morton		President	
Paid Preparer Use Only	Print/Type preparer's name		Preparer's signature	Date
	John R. Morton		John R. Morton	
	Firm's name		Firm's EIN	PTIN
	JOHN R. MORTON, CPA, PS		208389972	P00283907
	Firm's address		Phone no.	
	1950 Black Lake Blvd SW OLYMPIA, WA 98512		(360) 705-9795	

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

BAA

Form 990-EZ (2022)

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Name of the organization

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 Form 990-EZ.

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

OMB No. 1545-0047

2022

**Open to Public
Inspection**

Tumwater Downtown Association

Employer identification number

02-0572938

Form 990-EZ, Part I, Line 16
Other Expenses

Advertising and Promotion.....	\$	8,501.
Bank Service Charges.....		80.
Festival Costs.....		35,000.
Insurance.....		408.
Total	\$	<u>43,989.</u>

Form 990-EZ, Part III - Organization's Primary Exempt Purpose

Community outreach and support by providing family oriented activities and festivals.

Form 990-EZ, Part III, Line 28 - Statement of Program Service Accomplishments

The Tumwater Downtown Association coordinates the efforts for the 4th of July Artesian Festival. It is the largest single day event in the City of Tumwater and is a family oriented fireworks show with food vendors, children's activities and music. It is a no cost event for attendees.

**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 or 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: _____

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: AUGUST 30, 2023, 12PM/NOON Postmarks, late, or incomplete applications will not be accepted

ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT

ADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

<u>Fred U. Harris Lodge #70</u>	<u>91-6058182</u>
Organization/Agency Name	Federal Tax ID Number
<u>Lester Dickson</u>	<u>Past Grand Master/Chair Juneteenth Committee</u>
Contact Name	Title
<u>PO Box 5072</u>	<u>Lacey WA 98503</u>
Mailing Address	City State Zip
<u>253.592.0760</u>	<u>lesterdee1@gmail.com</u>
Phone Website	Email Address

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

Amount Requested: \$\$10,000.00 Total Project / Event Budget: \$\$20,000.00

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

Celebration of Federal and State regonized event known as Juneteenth

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 41 number of years

<u>Juneteenth Festival</u>	<u>Regional Athletic Complex</u>	<u>June 15, 2024</u>
Name of Event/Festival	Location	Date of Event/Festival
	<u>June 17, 2023</u>	

Event/Festival Website (if different than above) If an existing event, last year's date of event

CERTIFICATION

I hereby state on behalf of Fred U.Harris Lodge #70 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.

<u>Lester Dickson</u>	<u>//S//</u>	<u>8/30/2023</u>
Name and Title	Signature (e-signature or original)	Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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

In celebration of a federal and state recognized holiday,

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 www.ci.tumwater.wa.us/LodgingTax.)

Juneteenth celebrates freedom from slavery of marginally recognized racial group at the time, that occurred almost a century after the American War of Independence from British rule

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

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.

Members of the Masonic Organization are the main volunteers, while other include, youth groups of the Masonic body and of the North Thurston School 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?

City of 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?

City of Lacey. Lodging funds from the City of Tumwater will be used to promote the City of Tumwater as a partner in this event and to encourage participants to explore the City of 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?

50%

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.

While this event is an event that has gained greater recognition within the last three years, it has growth potential and present opportunities to promote the City of Tumwater, its historical relevance, its public accommodation, its eateries, and businesses.

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

Attendees to this event include distances as far away as Portland and Seattle. Resources bought and used at the event will be from businesses in the City of Tumwater.

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?

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) Overall attendance	<u>1800</u>
b) Staying for the day only <i>and</i> traveling more than fifty miles or more one way from their place of residence or business	<u>200</u>
c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries)	<u>20</u>
d) Staying overnight in paid accommodations away from their place of residence or business	<u>5</u>
e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i> traveling fifty miles or more one way from their place of residence or business	<u>15</u>
f) Total number of paid lodging nights generated in Tumwater	<u>unknown</u>

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

Diffrenet methods are being explored. Due to the recent recognition of the event, new measurement tools are being explored. Funding from the Tumwater Lodg Tax fund will assist in developing this method.

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 recent recognition of the event has not fully relized the impact of the event upon the area and methods are being develop to assist in data gathering for future planning.

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

By promoting Tumwater as a partner city of the festival and encouraging attenddes to explore eateries and events within the city.

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.

Social media post leading up to the event will feature current events available in the city of Tumwater.

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?

If the event is not fully funded the promotion of the event may be scaled down. Additionally, attendees may suffer lower expectation thereby limiting future attendance.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility.

None

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.

Juneteenth is an event that has been celebrated by Fred U. Harris Lodge #70 for over forty (40) years prior to Juneteenth being recognized as a federal and state holiday. The lodge has sponsored the event out of the lodge general funds during this period. This event has always been free to the public and included traditional food commemorating the event.

Within the last two years since the legal recognition of the event, attendance has grown from 500-600 per event to over 1500 at last year's event, with attendees from the Cities of Lacey, Tumwater, Olympia, Tacoma, Seattle, and Portland.

Fred U. Harris Lodge #70, a Masonic Lodge, has held its meetings and special events in the City of Tumwater for over two decades.

Lodging Tax Budget Form

Lodging Tax Applicant:

Fred U. Harris Lodge #70

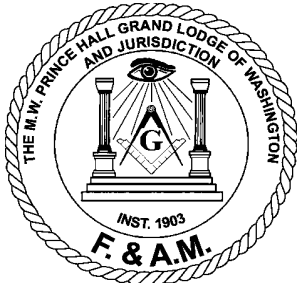
Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

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:		\$10,000.00
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:		\$20,000.00

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		
Administration: (utilities, phone, etc.)		
Marketing and Promotion:		\$3,000.00
Professional / Consultant Fees:		
Equipment:		\$5,000.00
Facility / Event Venue Rental:		
Travel: (please specify)		
All Other Expenses: (please specify)	Food/	\$9,000.00
Other Expense:		
Other Expense:		
Other Expense:		
TOTAL EXPENSES:		\$17,000.00
PROGRAM EXCESS (DEFICIT):		\$3,000.00



FRED U. HARRIS LODGE No. 70

Free and Accepted Masons, PHA
Post Office Box 5072
Lacey, WA. 98503

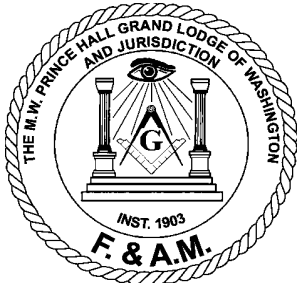


JUNETEENTH FESTIVAL

Profit and Loss Summary

June 17, 2023

Beginning Balance:	\$10,615.71
Expenses:	\$9,142.73
Ending Balance:	\$1,472.98



FRED U. HARRIS LODGE No. 70

Free and Accepted Masons, PHA
Post Office Box 5072
Lacey, WA. 98503



Board of Directors

January 2023 – December 2023

President:	Melvin Butler 360-819-2202
1 st Vice President:	Reggie Davis 206-701-4526
2 nd Vice President:	Horrim Jackson 253-973-1287
Secretary:	James Poole 360-491-4027
Treasurer:	Jeramiah Evans 253-905-0470



Organized Seattle, Wash.
April 13th, 1903

The Most Worshipful Prince Hall Grand Lodge
Free and Accepted Masons
of the State of Washington and the Jurisdiction
Thereunto Belonging

Incorporated 1906

Warrant of Constitution ANCIENT CRAFT MASONRY

To All and Every:

Our Right Worshipful and Loving Brethren: We, **CARLTON B. TUCKER**, Grand Master of Masons, **CHARLES D. STUBBLEFIELD** Deputy Grand Master, **BILLY V. MORRIS**, Senior Grand Warden, **KENNETH SWANIGAN**, Junior Grand Warden, of the Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Washington and the Jurisdiction thereunto belonging, SEND GREETING—

Know ye, that at the Regular Annual Communication of this Grand Lodge, holden in the City of **OLYMPIA**, on **15th** day of **JULY**, in the year of our Lord One Thousand Nine Hundred and **81** and in the year of Masonry **5981**; In accordance with our Book of Constitution and of the Old Constitution established under the auspices of Prince Hall and descendants therefrom, as of date, September 29th, 1784, at which time a Warrant was granted Prince Hall, Boston Smith, Thomas Sanderson and several other brethren, residing in Boston, New England, North America, by the Most Ancient and Honorable Society of Free and Accepted Masons of England, and which Masonry has been legally and regularly transmitted to us, and in conformity with resolutions adopted upon day and date as first written above, that a Charter was granted to **FRED U. HARRIS**, Lodge, Free and Accepted Masons, located at the City of **OLYMPIA**, State of **WASHINGTON**, and that its number shall be **70** on the Registry of this Grand Lodge, as found at page **18** of Grand Lodge Registry, and that Worshipful Brother **CLARENCE TAYLOR** is appointed, authorized and empowered to act as the first Worshipful Master, that our Worthy Brother **WILLARD DEROUEN**, is appointed to be its first Senior Warden, and that our Worthy Brother **HERNON MOSLEY** is appointed to be its first Junior Warden, of a Lodge of Master Masons, to be by virtue hereof, constituted, dedicated, and held in perpetuity to the uses and purposes of free and accepted Masonry, under the style and title of **FRED U. HARRIS** Lodge, F. & A. M., No. **70**, at the City of **OLYMPIA** State of **WASHINGTON**, and we authorize and empower our well beloved Brethren, with the consent and assistance of a majority of the members of said Lodge, to elect and install their successors, in the manner provided by law. To confer the three symbolic degrees of Ancient Craft Masonry, and the members of this Worshipful Lodge, to have and to hold this Charter forever, as its ark of the Covenants, and to perform such other offices and duties as are anciently inherited to a Lodge of Master Masons. And as is provided in the Book of Constitution of this Most Worshipful Prince Hall Grand Lodge and the by-laws of this Lodge.

In Testimony Whereof, witness the hand of the Grand Master of Masons. The seal of our Grand Lodge, attested by the Grand Secretary at the City of **SEATTLE**, Washington. In the United States of America this **15th** day of **JULY**, in the year of our Lord **1981**, and in the year of Masonry **5981**



Carlton B. Tucker

Grand Master of Masons, In and For the Most Worshipful Prince Hall Grand Lodge, Free and Accepted Masons, of the State of Washington and the Jurisdiction thereunto Belonging.

Harold H. Bond
Grand Secretary.

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: AUGUST 30, 2023, 12PM/NOON *Postmarks, late, or incomplete applications will not be accepted*

ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT

ADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

<u>Capital Lakefair, Inc.</u>	<u>23-7131672</u>
Organization/Agency Name	Federal Tax ID Number
<u>Chris E Rea</u>	<u>Office Manager</u>
Contact Name	Title
<u>PO Box 2569</u>	<u>Olympia WA 98507</u>
Mailing Address	City State Zip
<u>360.943.7344</u>	<u>office@lakefair.org</u>
Phone	Email Address
<u>www.lakefair.org</u>	
Website	

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

Amount Requested: \$6,000 Total Project / Event Budget: \$250,000

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

Capital Lakefair is Thurston County's largest annual 5-day Summer festival, providing family-friendly activities and events for our neighbors in South Sound and beyond. We also give opportunities for many non-profit community organizations to raise funds and provide scholarships to area students.

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 66 number of years

<u>Capital Lakefair</u>	<u>Heritage Park</u>	<u>July 17-21, 2024</u>
Name of Event/Festival	Location	Date of Event/Festival
<u>same</u>	<u>July 12-16, 2023</u>	
Event/Festival Website (if different than above)	If an existing event, last year's date of event	

CERTIFICATION

I hereby state on behalf of Capital Lakefair, Inc. 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.

<u>Chris E Rea, Office Manager</u>	<u>see separate sheet for signature</u>	<u>8.29.2023</u>
Name and Title	Signature (e-signature or original)	Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

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ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT
ADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 555 ISRAEL ROAD SW, TUMWATER, WA 98501

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<u>Capital Lakefair, Inc.</u> Organization/Agency Name	<u>23-7131672</u> Federal Tax ID Number
<u>Chris E Rea</u> Contact Name	<u>Office Manager</u> Title
<u>PO Box 2569</u> Mailing Address	<u>Olympia</u> <u>WA</u> <u>98507</u> City State Zip
<u>360.943.7344</u> Phone	<u>office@lakefair.org</u> Email Address
<u>www.lakefair.org</u> Website	

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*If an Event/Festival, complete the following: ☐ New Event ☒ Annual Event for 66 number of years

<u>Capital Lakefair</u> Name of Event/Festival	<u>Heritage Park</u> Location	<u>July 17-21, 2024</u> Date of Event/Festival
<u>same</u>	<u>July 12-16, 2023</u>	
<u>Event/Festival Website (if different than above)</u> If an existing event, last year's date of event		

CERTIFICATION

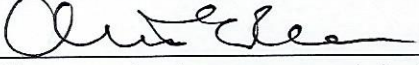
I hereby state on behalf of Capital Lakefair, Inc. that the:

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.
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- I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Chris E Rea, Office Manager
Name and Title


Signature (e-signature or original)

8.29.2023
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 annual community festival that celebrates Thurston County and provides an opportunity for non-profit organizations and scholarship program 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 www.ci.tumwater.wa.us/LodgingTax.)

We will be promoting Tumwater on all of our festival travels and the funds would go towards the hotels, gas, car rentals, food, etc. The funds will also be used to decorate our float for the 2024 theme, still unknown. While the float is in the parade, an announcer at each parade will read a description giving Tumwater, Lacey, and Olympia top kudos as great support of Lakefair. Everywhere we travel to has visitors from those places come to our event which extends to the Tumwater area.

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

We are still rebuilding from the pandemic era when we didn't have our festival and lost a lot of volunteers.

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 15 parades each year 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 parade route and TV announcers for larger events such as Seattle Seafair, Portland Rose Festival, and the Spokane Lilac Festival.

Lakefair Week draws visitors, vendors, musicians, and other festival organizations, from all around the PNW and beyond to experience Thurston County, participate in the parade, sell goods, and much more.

We currently have approximately 20 voting members who contribute over three thousand volunteer hours each year, in addition to other organizations, groups, and friends who 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?

Yes, we've been awarded funds of 10k from Lacey LTAC, 25k from Olympia LTAC which was later pulled, and a \$34,500 grant from WFEA, as well as smaller groups such as the Olympia Yacht Club (\$500) and small business owners such as Hannah's (\$450).

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've applied to Lacey LTAC asking for funds to help cover marketing costs, and insurance, as well as helping to pay for some of our float operations (repairs). The amount we've requested from Lacey does not cover but a pittance of our float operational costs. We plan to apply to Olympia LTAC in September and will be asking for funds to help cover the cost of facilities operations which includes Lakefair week logistics at

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

Heritage Park, and the cost of the venue fees, which are substantial. After we finish applying for LTAC dollars from the three cities, we plan to find and apply for other grants.

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?

2.4%

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've estimated that Capital Lakefair brings Tumwater about \$10,000 in lodging, food, gas, etc.

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

Our tourism promotion focuses on the South Sound, Thurston County, specifically Tumwater, Olympia, and Lacey. As for economically, we generate about \$500,000 for the local economy.

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

The Tumwater lodging tax funds would support our marketing, float travel promotion to our 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) Overall attendance	<u>150k</u>
b) Staying for the day only <i>and</i> traveling more than fifty miles or more one way from their place of residence or business	<u>5k</u>
c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries)	<u>500</u>
d) Staying overnight in paid accommodations away from their place of residence or business	<u>250</u>
e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i> traveling fifty miles or more one way from their place of residence or business	<u>750</u>
f) Total number of paid lodging nights generated in Tumwater	<u>20</u>

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

Capital Lakefair has multiple ways of measuring our attendance for our event. We talk to attendees at each festival we take our float to, as well as our own event. We get numbers from all of our vendors and the carnival sales. We monitor our website and social media closely. Every couple of years we have a survey

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

asking for attendee opinions, both good and bad. We get attendance estimates from various organizations such as InterCity Transit, the State Patrol, the Olympia Police Department, Washington State DES, local vendors, gatekeepers, and carnival food/ticket sales. All of this information give us a good estimate of our festival attendance as well as a good idea of what is working well and what we can do to make Capital Lakefair an even better experience.

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 updating relevant applications for our vendor, parade, and entertainment applications online because we know that many of them are from out of town and will need lodging at local hotels. We will list Tumwater as a great place to stay while they are here. We also plan to add questions to the applications/entries to get better information on where attendees plan to stay, where they are from, how far they are traveling, etc. We will do a more current online survey to try to get the same type of information while at the same time, promoting Tumwater businesses. We don't have a tracking form, but I'm new here and plan to establish one by the end of this year.

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

In response to our travel to promote our area, the majority of festivals that we attend return the favor by attending our festival, therefore bringing visitors from Washington, Oregon, and even another country, Canada. These visitors will not only need lodging but will spend funds on food, gas, etc. while they are here in town. In addition to other festival visitors, past residents of our local community return home to enjoy the tradition of Lakefair. Capital Lakefair brings high traffic to our area and when lodging isn't available (or affordable) in the immediate surrounding area of Lakefair, it creates a need for lodging in neighboring communities such as Tumwater, WA. The need extends to Tumwater businesses, restaurants, gas stations, and retail stores. Visitors include other festival organizations, vendors, past residents, and newcomers.

Lakefair promotes Tumwater as one of our top supporters on our logo, our social media, our website, local articles about us, our own annual program, and on the applications that vendors and entertainers from all over have to fill out in order to be accepted into Lakefair events. We would be willing to partner with any Tumwater lodging establishment(s) of your choice and include them in all of our promotional materials.

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.

Again, we will promote Tumwater on our social media, our website, local articles, annual program, local radio, and all applications on our website for vendors, musicians, parade goers, etc. In addition to promoting your businesses, we also plan to promote some of Tumwater's best recreational areas such as the Brewery Park at Tumwater Falls, the old breweries, new breweries, the classic Eagan's, and the Olympic Flight Museum.

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, due to denied fundings we were previously awarded, we've already experienced having to cut event costs for our fireworks show, our parade, and fewer carnival rides. We fully intend to fund our event and plan to start getting sponsorships earlier now that we have an office staff person again. We will plan to

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

have all events and won't cut until near the festival itself after we get our financial numbers down. We did do as we said we would last year and added the Car Show back this year, teaming up with 'All Kids Win', a charity of our choice.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility.

We've partnered with non-profit & profit food vendors include: Zonta Club of Olympia, Olympia Host Lions, Steven's Racing, Olympia Robotics Federation, STEM, Thurston County Republicans, Thurston County Democrats, Pacific Ohana Foundation, Uptown Grill, Fast n Fresh Foods, Hungarian Kitchen, Smash'N Burgers, Limeberry, Campers Coffee, and Eagles Club

Other organizations we work with for include Washington State DES, the State Patrol, the Olympia Police Department, KGY/KAYO, MIXX, OlyArts, ThurstonTalk, JOLT, Avanti High School, All Kids Win, Red Wind Casino, Providence Swedish, Bay Equity, Garden Gourte, Eagles Aerie 21, T-Mobile, Lumio, InterCity Transit, Heritage Bank, Olympia Federal, Print NW, Sta-Built Construction, JackNuts, IBEW 76, Color Graphics, VFW 318, and 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.

Capital Lakefair creates a need for increased services during our 5-day festival. Lodging near the event are usually full and/or too costly which creates an opportunity to send visitors to Tumwater for their lodging, restaurants, businesses. Many visitors spread out to the Tumwater area for these needs. We've been unable to track visitors that show where people go, but we intend to include questions in our applications and entry forms that will be mandatory to help answer questions such as this. We would love for you to provide information about your businesses that will help us use it to promote the City of Tumwater on our website, social media, etc.

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:		\$16,750.00
Admission:		\$0.00
Reserves:		\$0.00
Donations/Contributions:		\$450.00
Grants:		\$35,000.00
Program Service Fees:		\$0.00
In-kind Donations:		\$4,500.00
Gift Shop:		\$1,700.00
Vendor Fees:		\$39,419.45
Fundraising Activities:		\$2,980.00
City of Lacey Lodging Tax:		\$10,000.00
City of Olympia Lodging Tax:		\$0.00
City of Tumwater Lodging Tax:		\$0.00
Thurston County Lodging Tax:		\$0.00
Other Sources of Revenue: (please specify)	Carnival	\$166,590.31
Other Source:	Equipment Rental	\$1,500.00
Other Source:	Scholarships	\$6,800.00
Other Source:		
TOTAL REVENUE:		\$285,689.76

PROJECTED EXPENSES:

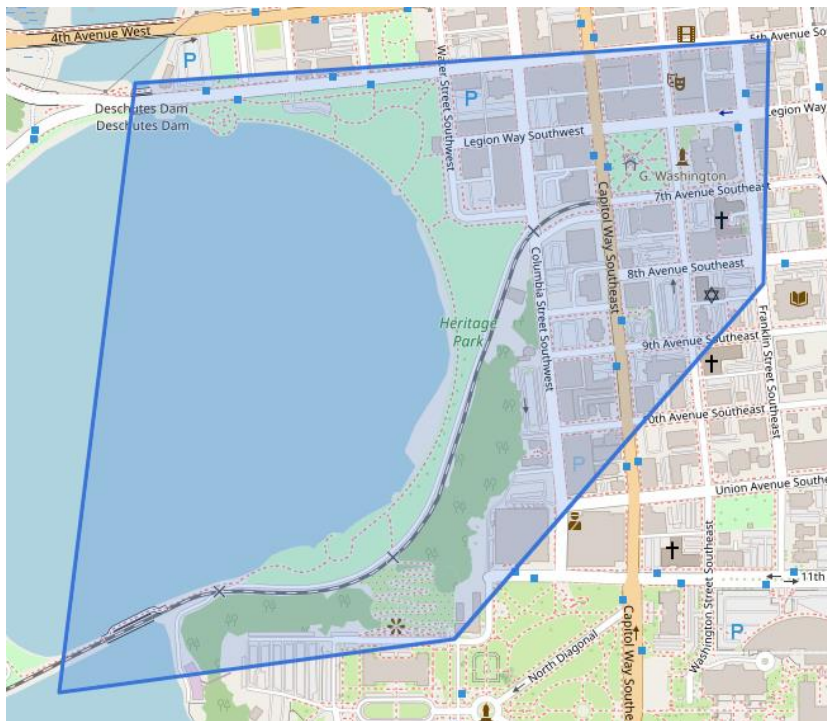
Personnel: (salaries and benefits)		\$26,460.00
Administration: (utilities, phone, etc.)		\$7,074.26
Marketing and Promotion:		\$16,346.02
Professional / Consultant Fees:		\$11,138.95
Equipment:		\$38,780.22
Facility / Event Venue Rental:		\$51,760.80
Travel: (please specify)	Hotels, Gas, Food, Car Rentals, Float	\$21,525.91
All Other Expenses: (please specify)	Events: Fireworks & Stage	\$34,597.00
Other Expense:	Insurance	\$8,159.47
Other Expense:	Scholarship Program	\$16,500.00
Other Expense:	Rent, Storage, Property Tax, Facilities	\$54,227.59
TOTAL EXPENSES:		\$286,570.22
PROGRAM EXCESS (DEFICIT):		(\$880.46)



2023 Capital Lakefair Visitor Data Summary

This summary has been prepared for the exclusive use and benefit of the addressee(s) and solely for the purpose for which it is provided. Unless Experience Olympia & Beyond provides express written consent, no part of this report should be reproduced, distributed or communicated to any third party. We do not accept any liability if this report is used for an alternative purpose from which it is intended nor liability to any third party.

Point of Interest (POI) Polygon Map:



Time Period:

July 12-16, 2023

Unique Visitor Estimates

	<u>Estimated Visitors*</u>	<u>Percent Share</u>
Total (local & out of area)	15,861	
In-State	14,576	91.9%
Out-of-State	1,285	8.1%
Local	13,960	88.0%
Out-of-area (50+ miles away)	1,901	12.0%
Out of Area Visitors		
Out of area visitors spending at least 1 night in Thurston County	1,403	73.8%
Of out-of-area visitors staying in Paid Accommodations	171	9.0%
Room Nights (based on 2.6 party size)**	66	3.5%

Source: Datafy

**Estimated Visitors is based on the total number of unique visitor mobile devices tracked during a specific time period and estimated to reflect 6–15% of actual visitors. Therefore, we are including the percent share of visitors by type.*

*** Source: 2022 Experience Olympia & Beyond Sentiment Study*

Top 3 Out of Area Origin Markets (50+ miles away) of area or event

City	% of Unique Visitors
Lufkin, TX	6.6%
Vancouver, WA	3.5%
Seattle, WA	3.5%

Source: Datafy

Thurston County Lodging Statistics

Dates	Occupancy Rate	Average Daily Rate	Revenue Per Available Room
July 12, 2023	81.9%	\$164.61	\$134.81
July 13, 2023	79.7%	\$161.96	\$129.00
July 14, 2023	89.1%	\$189.29	\$168.73
July 15, 2023	92.0%	\$208.69	\$192.07
July 16, 2023	69.0%	\$157.32	\$108.56
Average	82.3%	\$176.37	\$146.63

Source: Smith Travel Research



CAPITAL LAKEFAIR

PO Box 2569 • Olympia, Washington 98507 • Phone 360.943.7344

Capital Lakefair: Exhibit A 2023

Scope and Sequence: Tumwater Lodging Dollars

For 66 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 were definitely back in 2022, with an amazing year.

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
President
Karen@lakefair.org

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).

<u>Services Provided (Scope of Services/Exhibit A)</u>	<u>Date(s) Provided</u>	<u>Cost (Itemized)</u>
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



June 21, 2022

Hanna M. Miles
City of Tumwater
Executive Department
555 Israel road SW
Tumwater

Dear Hanna,

Thank you for allowing us to turn in receipts for expenses incurred in advance of Capital Lakefair. Please find attached the invoice for \$3,600 along with spreadsheet of all expenses and receipts for each. The receipts total \$3,617.87 This covers the Lakefair Float and Representatives traveling to Washington State Apple Blossom Festival, Spokane Lilac Festival and Portland Rose Festival Starlight Parade.

Lakefair is on track to be held July 13-17, 2022.

Please let me know if you have any questions.

Sincerely,

George Sharp
Capital Lakefair
Board Member

From: [George Sharp](#)
To: [Hanna Miles](#)
Subject: Re: Invoice
Date: Monday, June 27, 2022 11:31:51 AM

Hi Hanna,
Thanks for your email.
The rental car falls under the scope of work of Float Operations and was for Travel to other Festivals for the Royalty Court and Chaperones.
Please let me know if you agree with that expense as part of the scope.
Sincerely,
George Sharp

George
Capital Lakefair, Inc.
Board Member
360-878-3835
george@lakefair.org

On Mon, Jun 27, 2022 at 11:03 AM Hanna Miles <HMiles@ci.tumwater.wa.us> wrote:

Hi George,

Can you explain how the rental car applies to the Scope?

If you have any questions, please give me a call at (360) 754-4120. 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



Rental Agreement Summary
RA#: 6D1P3W
Renter: CHRISTINE MCNAMARA
Billing Cycle: 24-HOUR



Dates & Times



Location

Pick up

Friday, May 6, 2022 9:35 AM 2400 CARRIAGE LOOP SW
Start Charges: OLYMPIA, WA 98502
Friday, May 6, 2022 9:35 AM (360) 956-3714

Anticipated Return

Sunday, May 8, 2022 9:00 AM 2400 CARRIAGE LOOP SW
OLYMPIA, WA 98502
(360) 956-3714



Vehicle

2022 CHRY PACI 0TOL GRAY DK License: OH JOH1051
VIN: 2C4RC1BG9NR122335 Vehicle: 7VYKN4
Pickup: 05/06/2022 @ 9:35 AM ODO:12046 Fuel:FULL

Vehicle Condition:

No Damage Documented



Summary of Charges



Estimated Renter Charges

Charges	Price/Unit	Total
TIME & DISTANCE 5/6/22-5/8/22	\$120.00 / Day	\$240.00
NO CHARGE DISTANCE 5/6/22-5/8/22	\$0.00 / Mile	\$0.00
DAILY RATE:	\$120.00 / Day	
HOURLY RATE:	\$37.00 / Hour	
DISCOUNT(7%)	7%	(\$16.80)
REFUELING CHARGE	\$6.69 / Gallons	\$0.00

Optional Protections Accepted

No optional protections accepted.

Optional Protections Declined

RAP	@ \$5.99 / Day	\$0.00
PAI/PEC	@ \$6.00 / Day	\$0.00
DW/CDW OPTIONAL	@ \$28.99 / Day	\$0.00
SUPPLEMENTAL LIABILITY PROTECTION 2	@ \$12.81 / Day	\$0.00

Renter Acknowledgement of Accepted and Declined Protections

I acknowledge that I have accepted or declined protections as indicated above.

Taxes and Fees

WA STATE RENTAL TAX (5.9%)	5.9%	\$13.23
VEHICLE LICENSE FEE RECOVERY	\$0.49 / Day	\$0.98
SALES TAX (9.4%)	9.4%	\$21.07
Total Estimated Charge:		\$258.48

Payments:

MASTERCARD *****8239 Auth (\$458.48)

Renter Acknowledgement of Charges

I acknowledge that I have reviewed and agree to all Estimated Renter Charges and fees listed on Summary of Charges and further agree to pay for final charges in accordance with the Additional Terms and Conditions of this Contract.

Owner: EAN HOLDINGS, LLC

Additional Drivers

No Additional Drivers are authorized to drive the vehicle with the exception of the drivers listed below.
(Additional driver names listed here if applicable)

Please keep this Rental Agreement Summary with you in the vehicle during the rental.



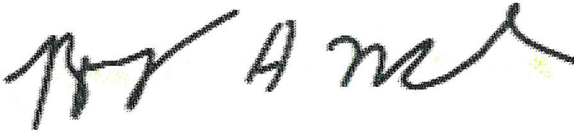
Local Addenda

NOTICE: OUR CONTRACT OFFERS, FOR AN ADDITIONAL CHARGE, A DAMAGE WAIVER (WHICH MAY ALSO BE KNOWN AS LOSS DAMAGE WAIVER OR COLLISION DAMAGE WAIVER); TO COVER YOUR RESPONSIBILITY FOR DAMAGE TO THE VEHICLE. BEFORE DECIDING WHETHER OR NOT TO PURCHASE THE DAMAGE WAIVER, YOU MAY WISH TO DETERMINE WHETHER YOUR OWN VEHICLE INSURANCE AFFORDS YOU COVERAGE FOR DAMAGE TO THE RENTAL VEHICLE AND THE AMOUNT OF THE DEDUCTIBLE UNDER YOUR OWN INSURANCE COVERAGE. THE PURCHASE OF DAMAGE WAIVER IS NOT MANDATORY AND MAY BE WAIVED.

By signing below, Renter agrees to Owner's collection of information about Renter's use

of Vehicle and Texting & Calling terms. See paragraphs with the headings Text & Call and Owner's Collection and Use of Vehicle Data: Renter's Use of Vehicles Navigation and Infotainment Systems and Vehicle Manufacturer Apps in the Terms and Conditions.

RENTER ACKNOWLEDGEMENT OF LOCAL ADDENDA



TERMS AND CONDITIONS

[Click to view Additional Terms and Conditions](#)

FORM# 45WAHC-JK_UC22

RENTER ACKNOWLEDGEMENT OF THE ENTIRE CONTRACT

I, THE "RENTER" BY SIGNING BELOW, HAVE READ AND AGREE TO THE TERMS AND CONDITIONS IN THE ADDITIONAL TERMS AND CONDITIONS, WHICH ARE INCORPORATED BY REFERENCE AS IF FULLY SET FORTH HEREIN, AND THE RENTAL AGREEMENT SUMMARY (COLLECTIVELY, THE ADDITIONAL TERMS AND CONDITIONS AND THE RENTAL AGREEMENT SUMMARY ARE THE "CONTRACT"). BY SIGNING BELOW, I AM AUTHORIZING OWNER TO CHARGE TO THE CREDIT CARD(S) AND/OR DEBIT CARD(S) THAT I HAVE PROVIDED TO OWNER ALL AMOUNTS OWED BY ME UNDER THIS CONTRACT FOR ADVANCE DEPOSITS, INCREMENTAL AUTHORIZATIONS/DEPOSITS, AND OR ANY OTHER AMOUNTS OWED BY ME, AS WELL AS PAYMENTS REFUSED BY A THIRD PARTY TO WHOM BILLING WAS DIRECTED. I ALSO AUTHORIZE OWNER TO RE-INITIATE ANY CHARGE TO MY CARD(S) THAT IS DISHONORED FOR ANY REASON. I CERTIFY THAT THE DRIVER'S LICENSE(S) PRESENTED IS CURRENTLY VALID AND IS NOT SUSPENDED, EXPIRED, REVOKED, CANCELLED OR SURRENDERED. I FURTHER ACKNOWLEDGE AND CONSENT TO THE TERMS AND CONDITIONS SET FORTH IN THE PARAGRAPH WITH THE HEADING "DISPUTE RESOLUTION PROVISION- MANDATORY ARBITRATION AGREEMENT" IN THE ADDITIONAL TERMS AND CONDITIONS. BY SIGNING BELOW RENTER AGREES TO OWNER'S COLLECTION OF INFORMATION ABOUT RENTER'S USE OF VEHICLE AND TEXTING & CALLING TERMS. SEE PARAGRAPHS WITH THE HEADINGS TEXT & CALL AND OWNER'S COLLECTION AND USE OF VEHICLE DATA: RENTER'S USE OF VEHICLES NAVIGATION AND INFOTAINMENT SYSTEMS AND VEHICLE MANUFACTURER APPS IN THE ADDITIONAL TERMS AND CONDITIONS.



6D1P3W

Additional Terms and Conditions of the Contract electronically accepted by the Renter

5/6/22 at 9:45 AM



201 N. Wenatchee Avenue, Wenatchee, WA 98801
Phone: (509) 662-1234 FAX: (509) 662-0782
www.wenatcheecenter.com
Email: FOM@wenatcheecenter.com

*President
Wenatchee Apple Blossom*

Ken Ringerieg
2028 Westlake Dr SE
Lacey WA 98503

Invoice

Take from C.C.

Invoice date 5/8/2022
Invoice number 329568
Our reference CWC-F227238 /A

Guest	Ken Ringerieg	Arrival	5/6/2022	Departure	5/8/2022	Room	0232
Date	Description	Quantity	Unit Price	Total (\$)			
5/6/2022	ROOM CHARGE	1	125.00	125.00			
5/6/2022	ROOM OCCUPANCY TAX	1	5.00	5.00			
5/6/2022	ROOM TAX	1	10.13	10.13			
5/6/2022	TOURISM ASSESSMENT FEE	1	2.00	2.00			
5/7/2022	ROOM CHARGE	1	125.00	125.00			
5/7/2022	ROOM OCCUPANCY TAX	1	5.00	5.00			
5/7/2022	ROOM TAX	1	10.13	10.13			
5/7/2022	TOURISM ASSESSMENT FEE	1	2.00	2.00			
				Total invoice	284.26		
5/8/2022	MC ****1756 Auth: 00678C	CB			-284.26		
				Total Paid	-284.26		
				Total Due	0.00		

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

For reservations: www.coasthotels.com or 1-800-663-1144



201 N. Wenatchee Avenue, Wenatchee, WA 98801
Phone: (509) 662-1234 FAX: (509) 662-0782
www.wenatcheecenter.com
Email: FOM@wenatcheecenter.com

Christine McNamara
1703 Crosby Ct SW
Olympia WA 98512

Royalty
Wenatchee Apple Blossom
Invoice

Invoice date 5/7/2022
Invoice number 329504
Our reference CWC-F227237 /A

Guest	Christine McNamara	Arrival	5/6/2022	Departure	5/7/2022	Room	0637
Date	Description	Quantity	Unit Price	Total (\$)			
5/6/2022	ROOM CHARGE	1	125.00	125.00			
5/6/2022	ROOM OCCUPANCY TAX	1	5.00	5.00			
5/6/2022	ROOM TAX	1	10.13	10.13			
5/6/2022	TOURISM ASSESSMENT FEE	1	2.00	2.00			
				Total invoice	142.13		
5/7/2022	MC ****8239 Auth: 00681Z	SC			-142.13		
				Total Paid	-142.13		
				Total Due	0.00		

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

For reservations: www.coasthotels.com or 1-800-663-1144



201 N. Wenatchee Avenue, Wenatchee, WA 98801
Phone: (509) 662-1234 FAX: (509) 662-0782
www.wenatcheecenter.com
Email: FOM@wenatcheecenter.com

*Float Crew
Wenatchee Apple Blossom*

Richards, Keith

Invoice

Invoice date 5/8/2022
Invoice number 329600
Our reference CWC-F227235 /A

Guest	Richards, Keith	Arrival	5/6/2022	Departure	5/8/2022	Room	0529
Date	Description	Quantity	Unit Price	Total (\$)			
5/6/2022	ROOM CHARGE	1	125.00	125.00			
5/6/2022	ROOM OCCUPANCY TAX	1	5.00	5.00			
5/6/2022	ROOM TAX	1	10.13	10.13			
5/6/2022	TOURISM ASSESSMENT FEE	1	2.00	2.00			
5/7/2022	ROOM CHARGE	1	125.00	125.00			
5/7/2022	ROOM OCCUPANCY TAX	1	5.00	5.00			
5/7/2022	ROOM TAX	1	10.13	10.13			
5/7/2022	TOURISM ASSESSMENT FEE	1	2.00	2.00			
				Total invoice	284.26		
5/8/2022	MC ****8239 Auth: 00873Z	SC			-284.26		
				Total Paid	-284.26		
				Total Due	0.00		

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

For reservations: www.coasthotels.com or 1-800-663-1144

Inn at the Quay

900 Quayside Drive
New Westminster, British Columbia
V3M 6G1
Phone: 604-520-1776
Email: info@innatthequay.com

*President
Hyack*

Guest Folio

Ken Ringering

Arrival Date: 27 May 2022

Departure Date: 29 May 2022

Room Type: 1 King Bed-King

Capital Lake Fair
Olympia, WA

Folio: 353190-0

Room: 315

United States

CC Number: *****1756

Group/Corporation: Hyack Festival Assoc. Hospitality Group

Date	Folio	Reference	Amount	Tax	Total
27 May 2022	1	Group S Rate	\$159.00	\$25.44	\$184.44
27 May 2022	1	Underground Parking	\$11.00	\$3.19	\$14.19
27 May 2022	1	Pet Fee	\$50.00	\$2.50	\$52.50
28 May 2022	1	Group S Rate	\$159.00	\$25.44	\$184.44
28 May 2022	1	Underground Parking	\$11.00	\$3.19	\$14.19
29 May 2022	1	Payment: MC	\$-449.76	\$0.00	\$-449.76
Room Charges			\$318.00	\$50.88	\$368.88
Other Charges			\$72.00	\$8.88	\$80.88
Credits			\$-449.76	\$0.00	\$-449.76
Balance					\$0.00

MRDT	3.00 %	\$318.00	\$9.54
Parking Tax	24.00 %	\$22.00	\$5.28
GST	5.00 %	\$72.00	\$3.60
Hotel Tax	8.00 %	\$318.00	\$25.44
Room GST	5.00 %	\$318.00	\$15.90

Reg # 84970 2444



Rental Agreement Summary
RA#: 6J8NV2
Renter: STACY SHARP
Billing Cycle: 24-HOUR



Dates & Times



Location

Pick up

Friday, May 20, 2022 4:22 PM 2400 CARRIAGE LOOP SW
Start Charges: OLYMPIA, WA 98502
Friday, May 20, 2022 4:22 PM (360) 956-3714

Anticipated Return

Sunday, May 22, 2022 12:00 PM 2400 CARRIAGE LOOP SW
OLYMPIA, WA 98502
(360) 956-3714



Vehicle

2021 CHRY PACI LMTA \$BLUE License: FL EVJX23
VIN: 2C4RC3GG7MR549094 Vehicle: 7VBVQQ
Pickup: 05/20/2022 @ 4:22 PM ODO:36414 Fuel:FULL

Vehicle Condition:

Driver Quarter Panel

Dent:

Scratch:



Summary of Charges



Estimated Renter Charges

Charges	Price/Unit	Total
TIME & DISTANCE 5/20/22-5/22/22	\$140.79 / Day	\$281.58
NO CHARGE DISTANCE 5/20/22-5/22/22	\$0.00 / Mile	\$0.00
DAILY RATE:	\$140.79 / Day	
HOURLY RATE:	\$46.93 / Hour	
REFUELING CHARGE	\$6.89 / Gallons	\$0.00

Optional Protections Accepted

No optional protections accepted.

Optional Protections Declined

SUPPLEMENTAL LIABILITY PROTECTION 2	@ \$12.81 / Day	\$0.00
DW/CDW OPTIONAL	@ \$28.99 / Day	\$0.00
RAP	@ \$5.99 / Day	\$0.00
PAI/PEC	@ \$6.00 / Day	\$0.00

Renter Acknowledgement of Accepted and Declined Protections

I acknowledge that I have accepted or declined protections as indicated above.

880 KANE LTL AC
Res fion
AS

Taxes and Fees

VEHICLE LICENSE FEE RECOVERY	\$0.49 / Day	\$0.98
WA STATE RENTAL TAX (5.9%)	5.9%	\$16.67
SALES TAX (9.4%)	9.4%	\$26.56

Total Estimated Charge: \$325.79

Payments:

MASTERCARD *****2207 Auth (\$525.79)

Renter Acknowledgement of Charges

I acknowledge that I have reviewed and agree to all Estimated Renter Charges and fees listed on Summary of Charges and further agree to pay for final charges in accordance with the Additional Terms and Conditions of this Contract.

AS

Owner: EAN HOLDINGS, LLC

Additional Drivers

No Additional Drivers are authorized to drive the vehicle with the exception of the drivers listed below.
(Additional driver names listed here if applicable)

Please keep this Rental Agreement Summary with you in the vehicle during the rental.



Local Addenda

NOTICE: OUR CONTRACT OFFERS, FOR AN ADDITIONAL CHARGE, A DAMAGE WAIVER (WHICH MAY ALSO BE KNOWN AS LOSS DAMAGE WAIVER OR COLLISION DAMAGE WAIVER); TO COVER YOUR RESPONSIBILITY FOR DAMAGE TO THE VEHICLE. BEFORE DECIDING WHETHER OR NOT TO PURCHASE THE DAMAGE WAIVER, YOU MAY WISH TO DETERMINE WHETHER YOUR OWN VEHICLE INSURANCE AFFORDS YOU COVERAGE FOR DAMAGE TO THE RENTAL VEHICLE AND THE AMOUNT OF THE DEDUCTIBLE UNDER YOUR OWN INSURANCE COVERAGE. THE PURCHASE OF DAMAGE WAIVER IS NOT MANDATORY AND MAY BE WAIVED.

By signing below, Renter agrees to Owner's collection of information about Renter's use

of Vehicle and Texting & Calling terms. See paragraphs with the headings Text & Call and Owner's Collection and Use of Vehicle Data: Renter's Use of Vehicles Navigation and Infotainment Systems and Vehicle Manufacturer Apps in the Terms and Conditions.

RENTER ACKNOWLEDGEMENT OF LOCAL ADDENDA



TERMS AND CONDITIONS

[Click to view Additional Terms and Conditions](#)

FORM# 45WAHC-JK_UC22

RENTER ACKNOWLEDGEMENT OF THE ENTIRE CONTRACT

I, THE "RENTER" BY SIGNING BELOW, HAVE READ AND AGREE TO THE TERMS AND CONDITIONS IN THE ADDITIONAL TERMS AND CONDITIONS, WHICH ARE INCORPORATED BY REFERENCE AS IF FULLY SET FORTH HEREIN, AND THE RENTAL AGREEMENT SUMMARY (COLLECTIVELY, THE ADDITIONAL TERMS AND CONDITIONS AND THE RENTAL AGREEMENT SUMMARY ARE THE "CONTRACT"). BY SIGNING BELOW, I AM AUTHORIZING OWNER TO CHARGE TO THE CREDIT CARD(S) AND/OR DEBIT CARD(S) THAT I HAVE PROVIDED TO OWNER ALL AMOUNTS OWED BY ME UNDER THIS CONTRACT FOR ADVANCE DEPOSITS, INCREMENTAL AUTHORIZATIONS/DEPOSITS, AND OR ANY OTHER AMOUNTS OWED BY ME, AS WELL AS PAYMENTS REFUSED BY A THIRD PARTY TO WHOM BILLING WAS DIRECTED. I ALSO AUTHORIZE OWNER TO RE-INITIATE ANY CHARGE TO MY CARD(S) THAT IS DISHONORED FOR ANY REASON. I CERTIFY THAT THE DRIVER'S LICENSE(S) PRESENTED IS CURRENTLY VALID AND IS NOT SUSPENDED, EXPIRED, REVOKED, CANCELLED OR SURRENDERED. I FURTHER ACKNOWLEDGE AND CONSENT TO THE TERMS AND CONDITIONS SET FORTH IN THE PARAGRAPH WITH THE HEADING "DISPUTE RESOLUTION PROVISION: MANDATORY ARBITRATION AGREEMENT" IN THE ADDITIONAL TERMS AND CONDITIONS. BY SIGNING BELOW RENTER AGREES TO OWNER'S COLLECTION OF INFORMATION ABOUT RENTER'S USE OF VEHICLE AND TEXTING & CALLING TERMS. SEE PARAGRAPHS WITH THE HEADINGS TEXT & CALL AND OWNER'S COLLECTION AND USE OF VEHICLE DATA: RENTER'S USE OF VEHICLES NAVIGATION AND INFOTAINMENT SYSTEMS AND VEHICLE MANUFACTURER APPS IN THE ADDITIONAL TERMS AND CONDITIONS.



6J8NV2

Additional Terms and Conditions of the Contract electronically accepted on 5/20/22 at 4:28 PM



322 N. SPOKANE FALLS COURT
SPOKANE, WA 99201
United States of America
TELEPHONE 509-455-9600 • FAX 509-455-6285
Reservations
www.doubletree.com or 1-800-222-TREE

Adams-Griggs, Karen

PO BOX 2669

OLYMPIA WA 98507

UNITED STATES OF AMERICA

*SPOKANE
L-LAC
Festival
Chaperone*

Room No: 507/NQ2
Arrival Date: 5/21/2022 3:13:00 PM
Departure Date: 5/22/2022 8:00:00 AM
Adult/Child: 2/0
Cashier ID: PARISD
Room Rate: 159.00
AL:
HH #
VAT #
Folio No/Che 1616716 A

TAX #:

Confirmation Number: 83489815

DOUBLETREE HOTEL SPOKANE 5/22/2022 8:00:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
5/21/2022	8470437	GUEST ROOM	\$159.00
5/21/2022	8470437	STATE SALES TAX	\$10.34
5/21/2022	8470437	LOCAL CITY/COUNTY SALES TAX	\$3.66
5/21/2022	8470437	LODGING TAX	\$5.25
5/21/2022	8470437	COUNTY TPA	\$4.00
5/22/2022	8470776	MC *1797	(\$182.25)
BALANCE			\$0.00

CREDIT CARD DETAIL

APPR CODE	02195C	MERCHANT ID	66274
CARD NUMBER	MC *1797	EXP DATE	09/23
TRANSACTION ID	8470776	TRANS TYPE	Sale



322 N. SPOKANE FALLS COURT
SPOKANE, WA 99201
United States of America
TELEPHONE 509-455-9600 • FAX 509-455-6285
Reservations
www.doubletree.com or 1-800-222-TREE

Adams-Griggs, Karen

PO BOX 2669

OLYMPIA WA 98507

UNITED STATES OF AMERICA

*SPOKANE
L.H.C.
Kest. Jx1 -
Royalty Room.*

Room No: 505/NQ2
Arrival Date: 5/21/2022 3:10:00 PM
Departure Date: 5/22/2022
Adult/Child: 2/0
Cashier ID: NBUSS
Room Rate: 159.00
AL:
HH #
VAT #
Folio No/Che 1616715 A

TAX #:

Confirmation Number: 83489815

DOUBLETREE HOTEL SPOKANE 5/22/2022 3:57:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
5/21/2022	8470434	SELF PARKING	\$11.00
5/21/2022	8470434	SALES TAX - MISCELLANEOUS	\$0.99
5/21/2022	8470435	GUEST ROOM	\$159.00
5/21/2022	8470435	STATE SALES TAX	\$10.34
5/21/2022	8470435	LOCAL CITY/COUNTY SALES TAX	\$3.66
5/21/2022	8470435	LODGING TAX	\$5.25
5/21/2022	8470435	COUNTY TPA	\$4.00
WILL BE SETTLED TO MC*1797			\$194.24
EFFECTIVE BALANCE OF			\$0.00



322 N. SPOKANE FALLS COURT
SPOKANE, WA 99201
United States of America
TELEPHONE 509-455-9600 • FAX 509-455-6285
Reservations
www.doubletree.com or 1-800-222-TREE

Richards, Keith

PO BOX 2569

OLYMPIA WA 98507

UNITED STATES OF AMERICA

*SPOKANE
Lake
Festival
Floor
crew
ROOM*

Room No: 433/NQ2
Arrival Date: 5/20/2022 6:19:00 PM
Departure Date: 5/22/2022 7:45:00 AM
Adult/Child: 1/0
Cashier ID: PARISD
Room Rate: 159.00
AL:
HH # 1511505727 BLUE
VAT #
Folio No/Che 1616714 A

TAX #:

Confirmation Number: 87940023

DOUBLETREE HOTEL SPOKANE 5/22/2022 7:45:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
5/20/2022	8469551	SELF PARKING	\$11.00
5/20/2022	8469551	SALES TAX - MISCELLANEOUS	\$0.99
5/20/2022	8469552	GUEST ROOM	\$159.00
5/20/2022	8469552	STATE SALES TAX	\$10.34
5/20/2022	8469552	LOCAL CITY/COUNTY SALES TAX	\$3.66
5/20/2022	8469552	LODGING TAX	\$5.25
5/20/2022	8469552	COUNTY TPA	\$4.00
5/21/2022	8470424	SELF PARKING	\$11.00
5/21/2022	8470424	SALES TAX - MISCELLANEOUS	\$0.99
5/21/2022	8470425	GUEST ROOM	\$159.00
5/21/2022	8470425	STATE SALES TAX	\$10.34
5/21/2022	8470425	LOCAL CITY/COUNTY SALES TAX	\$3.66
5/21/2022	8470425	LODGING TAX	\$5.25
5/21/2022	8470425	COUNTY TPA	\$4.00
5/22/2022	8470768	MC *1756	(\$364.50)
5/22/2022	8470769	MC *1756	(\$23.98)
BALANCE			\$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

CREDIT CARD DETAIL

APPR CODE	02065C	MERCHANT ID	66274
CARD NUMBER	MC *1756	EXP DATE	11/25
TRANSACTION ID	8470768	TRANS TYPE	Sale



MARK SPENCER
HOTEL

Kenneth Ringering
2028 West Lake Drive SE
Lacey, WA 98503
USA

President
Portland
Rose
Festival

Folio # 533821

Arrival Saturday Jun 4, 2022
Departure Sunday Jun 5, 2022

Nights 1

People 2 0 0 0
Room Type STANDARD QUEEN
Room # 203

Charge Summary

Total Charges	\$192.16
Taxes	\$26.74
Payments	-\$218.90
Total Due	\$0.00

<u>Date</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Extended</u> <u>Cost</u>	<u>Tax</u>	<u>TID</u>	<u>Total</u> <u>Charge</u>	<u>Balance</u>
Sat 6/4/22	Nightly Chg. - Room 203	167.16	1	167.16	21.73	5.01	193.90	193.90 I
Sat 6/4/22	Garage Parking	25.00	1	25.00	0.00	0.00	25.00	218.90 I
Sun 6/5/22	Guest Payment MC	-218.90	1	-218.90	0.00	0.00	-218.90	0.00 I

NAME YOUR PRICE

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The Mark Spencer Hotel ~ 409 SW 11th Avenue. Portland, OR. 97205 ~ (503) 224-3293 ~



MARK SPENCER
HOTEL

George Sharp
3022 Langridge Loop NW
Olympia, WA 98507
USA

Float crew
Starlight Parade
Portland Rose Festival

Folio # 533823

Arrival Saturday Jun 4, 2022
Departure Sunday Jun 5, 2022

Nights 1

People 2 0 0 0
Room Type STANDARD QUEEN
Room # 201

Charge Summary

Total Charges	\$167.16
Taxes	\$26.74
Payments	-\$193.90
Total Due	\$0.00

<u>Date</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Extended</u> <u>Cost</u>	<u>Tax</u>	<u>TID</u>	<u>Total</u> <u>Charge</u>	<u>Balance</u>
Sat 6/4/22	Nightly Chg. - Room 201	167.16	1	167.16	21.73	5.01	193.90	193.90 I
Sun 6/5/22	Guest Payment MC	-193.90	1	-193.90	0.00	0.00	-193.90	0.00 I

NAME YOUR PRICE

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Re Imburse
Karen Float Crew



MARK SPENCER
HOTEL

Karen Adams-Griggs
1630 Woodland Creek Street NE
Olympia, WA 98516
USA

Float Crew
Portland Rose Festival
Twilight Parade

Folio # 533822
Arrival Saturday Jun 4, 2022
Departure Sunday Jun 5, 2022
Nights 1
People 2 0 0 0
Room Type STANDARD QUEEN
Room # 301
Group Expedia, Inc.

Charge Summary

Total Charges	\$192.16
Taxes	\$26.74
Payments	-\$218.90
Total Due	\$0.00

<u>Date</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Extended</u> <u>Cost</u>	<u>Tax</u>	<u>TID</u>	<u>Total</u> <u>Charge</u>	<u>Balance</u>
Sat 6/4/22	Nightly Chg. - Room 301	167.16	1	167.16	21.73	5.01	193.90	193.90 I
Sat 6/4/22	Garage Parking	25.00	1	25.00	0.00	0.00	25.00	218.90 I
Sun 6/5/22	Guest Payment MC	-218.90	1	-218.90	0.00	0.00	-218.90	0.00 I

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The Mark Spencer Hotel ~ 409 SW 11th Avenue, Portland, OR. 97205 ~ (503) 224-3293 ~



MARK SPENCER
HOTEL

Teresa Bond
2925 Fir St SE
Olympia, WA 98501
USA

Royalty Chapurone
Portland Rose Parade
Twilight

Folio # 533819

Arrival Saturday Jun 4, 2022
Departure Sunday Jun 5, 2022
Nights 1
People 2 0 0 0
Room Type DELUXE DOUBLE QUEEN
Room # 202

Charge Summary

Total Charges	\$225.76
Taxes	\$32.12
Payments	-\$257.88
Total Due	\$0.00

<u>Date</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Extended</u> <u>Cost</u>	<u>Tax</u>	<u>TID</u>	<u>Total</u> <u>Charge</u>	<u>Balance</u>
Sat 6/4/22	Nightly Chg. - Room 202	200.76	1	200.76	26.10	6.02	232.88	232.88 I
Sat 6/4/22	Garage Parking	25.00	1	25.00	0.00	0.00	25.00	257.88 I
Sun 6/5/22	Guest Payment MC	-257.88	1	-257.88	0.00	0.00	-257.88	0.00 I

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Follow us on:



The Mark Spencer Hotel ~ 409 SW 11th Avenue. Portland, OR. 97205 ~ (503) 224-3293 ~



MARK SPENCER
HOTEL

Robin Robertson

Olympia, WA 98507
USA

Royalty
Portland Rose Festival

Folio # 533820

Arrival Saturday Jun 4, 2022

Departure Sunday Jun 5, 2022

Nights 1

People 3 0 0 0

Room Type DELUXE DOUBLE QUEEN

Room # 212

Charge Summary

Total Charges \$209.16

Taxes \$33.46

Payments -\$242.62

Total Due \$0.00

<u>Date</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Extended</u> <u>Cost</u>	<u>Tax</u>	<u>TID</u>	<u>Total</u> <u>Charge</u>	<u>Balance</u>
Sat 6/4/22	Nightly Chg. - Room 212	209.16	1	209.16	27.19	6.27	242.62	242.62 I
Sun 6/5/22	Guest Payment MC	-242.62	1	-242.62	0.00	0.00	-242.62	0.00 I

NAME YOUR PRICE

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City of Tumwater Lodging Tax Final Report Form

Organization's Name: Capital Lakefair, Inc.

Submitted By: Chris E Rea

Date: 8/28/2023

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: 7/12/2023

Activity End Date: 7/16/2023

Total Activity Cost: \$250.00

Total amount of Tumwater lodging tax funds requested: \$6,000.00

Total amount of Tumwater lodging tax funds expended: \$0.00

Total amount of lodging tax funds expended from all jurisdictions: \$10,000.00

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	<i>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</i>	PREDICTED:	185,000
		ACTUAL (ESTIMATED):	105,000
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Multiple methodologies were used. When you consider the square footage of the festival and the size of the crowds you can get a strong estimation of the crowds. We did some sample surveys at the information booth, but not enough people turned in the surveys for accurate information. We also get estimates from InterCity Transit, the Olympia Police Department, the Washington State Patrol, Washington State DES, vendor sales, and carnival ticket sales.		
50+ MILES - ATTENDANCE	<i>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</i>	PREDICTED:	5,000
		ACTUAL (ESTIMATED):	1,000
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Multiple methodologies were used. Parade entries are a good source for out-of-town tracking. The Seattle All-School Band alone had 100 students, which are all from out of the 50-mile range, and with that comes 2 buses, chaperones, and parents. Our out-of-town travel to festivals resulted in a return visit from festivals such as Wenatchee, Spokane, Seattle, Leavenworth, etc. They brought many chaperones, drivers, parents, and royalty courts, giving you another 100 visitors, so those are a direct counts factor.		
OUT OF STATE / COUNTRY - ATTENDANCE	<i>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</i>	PREDICTED:	1,000
		ACTUAL (ESTIMATED):	200
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Multiple methodologies were used. Due to our own travels far and wide, both Hyack and Penticton organizers out of Canada came to our festival from across the border as well as our Rosarian visitors from the Portland, Oregon area.		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	20
		ACTUAL (ESTIMATED):	20
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Multiple methodologies were used. We always send arts and crafts vendors to Tumwater to stay in hotels there. We will be adding more Tumwater information it to the application for next year to help with tracking purposes, but the overflow always heads towards Tumwater. We also linked Tumwater hotels to our website for Lakefair vendors, parade entries, and such.		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	5,000
		ACTUAL (ESTIMATED):	5,000
	METHODOLOGY (definitions provided above): Other		

	EXPLAIN TRACKING METHOD: Multiple methodologies were used. One being an indirect count, based on the square footage of the park, and the size of the crowds, the two unpredictable events are Saturday and Sunday as the parade and fireworks crowds expand beyond the radius of the park. Most of the attendees from this category are past residents who come back for the great tradition of Lakefair and stay with friends and family.		
PAID LODGING NIGHTS	<i>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</i>	PREDICTED:	250
		ACTUAL (ESTIMATED):	250
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Multiple methodologies were used. Again, we sent arts and craft vendors to Tumwater to stay in hotels there and we will be adding it to the application next year to help with tracking purposes, but the overflow always heads towards Tumwater. We also linked Tumwater hotels to our website for out of town vendors, etc. Our predicted number for this category was originally based on all three cities, not just Tumwater as the original questions from last year's application did not say to specifically give numbers just for Tumwater. Only 10e specifically asked in reference to Tumwater.		

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

Increased tourism results in the need for more lodging, eating, etc. in the surrounding area of the event vs just staying in the Olympia proper area, especially downtown. Tumwater offers more affordable lodging than the Olympia downtown area and has excellent places to eat and tour (Deschutes Park, Rose Garden, the classic Eagan's site, Olympic Flight Museum, and the old Brewery sites are some examples of extra things to do in the area during Lakefair).

Capital Lakefair has been around for 66 years, and 2022 was the largest crowd ever associated with Lakefair. People were ready to get out and enjoy the festival, the biggest night was the historic firework show, which filled the park and a large radius surrounding the park. We had the largest arts and crafts ever as compared to the last several years, and several were from out of town that books in local hotels.

For 2023, we had more non-profit food vendors than ever before, as well as in the arts & crafts vendor area. Sadly, the parade seemed to have fewer entries and carnival attendee numbers were lower, which we can only attribute to inflation and costs to ride, our social media posts were clear on this. Same with the non-food vendors. Prices were higher than ever. We attribute the low attendance to our parade on the very hot 95-degree weather we had that day.

TUMWATER SPECIFIC QUESTIONS:

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

No. One contributing factor was the 95-degree hot weather on Saturday when our numbers dipped greatly from our Monday-Friday and Sunday numbers. Another contributing factor that was made clear on our social media was the costs related to Lakefair events that affected attendance. Our social media members complained a great deal about the cost of carnival rides and vendor food costs, which are both out of our control.

While 2022 had a high turnout, we've had lower numbers from before the pandemic in every area of our event (parade, carnival, fireworks, food vendors, arts & crafts vendors, and the entertainment main

stage). The after-effect of the pandemic has also profoundly affected our volunteer numbers and members of Lakefair. The pandemic rebound has been hard on us, but we will press on as best we can. We were quite happy to see that Lakefair was voted as the #1 event by our community in the 'Best of South Sound' voting, so we know we are doing a good thing and plan to continue.

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?

We did spend all the amounts of money that we provided on the scope and sequence document but none of it came from Tumwater Lodging tax dollars. We had to use our other resources. We were awarded \$3,600 from the City of Tumwater LTAC but that was later denied due to a perceived discrimination issue that arose on social media. We came to the March meeting with a full presentation on how our scholarship ambassador program criteria works but we weren't allowed to present our case. That being said, we are working now to better our policies and procedures in order to prevent another situation such as we experienced in January 2023, specifically with our scholarship ambassador program application criteria.

We were able to attend and promote our Tumwater, Lacey, and Olympia area at least 15 other festivals (in-state, out-of-state, and out-of-the-country). In turn, most of those festival organizers attended our event and used local resources.

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

Yes, with more time and finally having a paid staff person to run the office, we plan to start earlier on promoting 2024 Lakefair, acquiring new and past sponsorships and donations, and working on our brand to show what Lakefair is truly about. We would love to be voted #1 festival by our community in the 'Best of South Sound' again for 2023. In relation to Tumwater specifically, we intend to change our wording in our website applications to make it more clear that Tumwater is a great place to stay and eat, that people shouldn't limit themselves to Olympia proper or other surrounding areas for these needs, and that with your support Tumwater has been essential to our success.

Please consider us for Tumwater Lodging Tax dollars for the 2024 Capital Lakefair! We need and appreciate your support!

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 10-01 , 2021, and ending 09-30 , 2022																	
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">C Name of organization CAPITAL LAKEFAIR INC</td> <td>D Employer identification number 23-7131672</td> </tr> <tr> <td colspan="2">Doing business as</td> <td rowspan="3">E Telephone number (360) 943-7344</td> </tr> <tr> <td>Number and street (or P.O. box if mail is not delivered to street address)</td> <td>Room/suite</td> </tr> <tr> <td colspan="2">PO BOX 2569</td> </tr> <tr> <td colspan="2">City or town, state or province, country, and ZIP or foreign postal code OLYMPIA, WA 98507</td> <td>G Gross receipts \$ 359,461</td> </tr> <tr> <td colspan="2">F Name and address of principal officer:</td> <td> H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions H(c) Group exemption number ▶ </td> </tr> </table>	C Name of organization CAPITAL LAKEFAIR INC		D Employer identification number 23-7131672	Doing business as		E Telephone number (360) 943-7344	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		G Gross receipts \$ 359,461	F Name and address of principal officer:		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions H(c) Group exemption number ▶
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Number and street (or P.O. box if mail is not delivered to street address)	Room/suite																
PO BOX 2569																	
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I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527																	
J Website: ▶ WWW.LAKEFAIR.ORG																	
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶																	
L Year of formation: 1957 M State of legal domicile: WA																	

Part I Summary

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: TO PROMOTE, RECOGNIZE AND MAINTAIN A POSITIVE BUSINESS RELATIONSHIP, YEAR ROUND, BETWEEN COMMUNITIES AND ORGANIZATIONS THROUGHOUT THE SOUTH SOUND REGION OF PUGET SOUND; TO ACT AS A PROFESSIONAL GOODWILL AMBASSADOR ORGANIZATION BOTH DURING THE CAPITAL LAKEFAIR FESTIVAL CELEBRATION		
	2	Check this box <input type="checkbox"/> 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	8
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	8
	5	Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	0
	6	Total number of volunteers (estimate if necessary)	6	
		7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a
b		Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 35,734	Current Year 359,440
	9	Program service revenue (Part VIII, line 2g)		0
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	53	21
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	1,481	0
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	37,268	359,461
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	24,500	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)	10,572	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)	45,834	210,377
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	80,906	210,377
Net Assets or Fund Balances	19	Revenue less expenses. Subtract line 18 from line 12	(43,638)	149,084
	20	Total assets (Part X, line 16)	Beginning of Current Year 51,282	End of Year 216,603
	21	Total liabilities (Part X, line 26)		0
	22	Net assets or fund balances. Subtract line 21 from line 20	51,282	216,603

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		KAREN ADAMS-GRIGGS Signature of officer	Date
		KAREN ADAMS-GRIGGS, PRESIDENT Type or print name and title	
Paid Preparer Use Only	Print/Type preparer's name Cynthia Knapp	Preparer's signature	Date 08-30-2023
	Firm's name ▶ Precisely Right Accounting	Firm's EIN ▶	Check <input checked="" type="checkbox"/> if self-employed PTIN P00893750
	Firm's address ▶ 8613 Martin Way E Lacey WA 98516	Phone no. 360-352-6195	

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** (2021)

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:
 TO PROMOTE, RECOGNIZE AND MAINTAIN A POSITIVE BUSINESS RELATIONSHIP, YEAR ROUND, BETWEEN COMMUNITIES AND ORGANIZATIONS THROUGHOUT THE SOUTH SOUND REGION OF PUGET SOUND; TO ACT AS A PROFESSIONAL GOODWILL AMBASSADOR ORGANIZATION BOTH DURING THE CAPITAL LAKEFAIR FESTIVAL CELEBRATION
- 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 \$ 128,284 including grants of \$) (Revenue \$)
 HOSTING AN ANNUAL SUMMER FESTIVAL AT CAPITOL LAKE, AND SUPPORTS COMMUNITY NON-PROFIT ORGANIZATIONS AND ACTS AS A PROFESSIONAL GOODWILL AMBASSADOR FOR THE GREATER OLYMPIA AREA YEAR-ROUND

4b (Code:) (Expenses \$ 8,460 including grants of \$) (Revenue \$)
 WE GRANTED SCHOLARSHIP MONEY FOR HIGHER EDUCATION TO EIGHT YOUNG LADIES FROM AREA SCHOOLS, HIGHLIGHTING THEIR ACADEMIC, ARTISTIC TALENTS, AND COMMUNITY SPIRIT.

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

4d Other program services (Describe on Schedule O.)
 (Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses ▶ 136,744

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 <input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	2 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 Rev. Proc. 98-19? If "Yes," complete Schedule C, Part III	5 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	8 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input checked="" type="checkbox"/>	<input type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	11e <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	12a <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	13 <input type="checkbox"/>	<input checked="" type="checkbox"/>
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>
20 a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H	20a <input type="checkbox"/>	<input checked="" type="checkbox"/>
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b <input type="checkbox"/>	<input type="checkbox"/>
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 <input type="checkbox"/>	<input checked="" type="checkbox"/>

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? <i>If "Yes," complete Schedule I, Parts I and III</i>		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? <i>If "Yes," complete Schedule J.</i>		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? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a.</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
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?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
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? <i>If "Yes," complete Schedule L, Part I.</i>		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? <i>If "Yes," complete Schedule L, Part I</i>		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 or any of these persons? <i>If "Yes," complete Schedule L, Part II.</i>		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? <i>If "Yes," complete Schedule L, Part III</i>		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? <i>If "Yes," complete Schedule L, Part IV.</i>		X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV.</i>		X
c A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? <i>If "Yes," complete Schedule L, Part IV.</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M.</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M.</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I.</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		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? <i>If "Yes," complete Schedule R, Part I.</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		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)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		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? <i>If "Yes," complete Schedule R, Part VI.</i>		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.	X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck 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 Form 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? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.	2b		X	
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			X
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h			X
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			X
9	Sponsoring organizations maintaining donor advised funds.				
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a			X
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b			X
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? Note: See the instructions for additional information the organization must report on Schedule O.	13a			
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
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 in 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.	8	
	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 in line 1a, above, who are independent.	8	
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, or 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 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 ►

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 ►

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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, 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 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) CHRISTINE MCNAMARA SECRETARY				X				0	0	0
(2) KAREN ADAMS-GRIGGS PRESIDENT				X				0	0	0
(3) STACY SHARP 1ST VICE PRESIDENT				X				0	0	0
(4) RD RICHARDS TREASURER				X				0	0	0
(5)										
(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 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				
(15)											
(16)											
(17)											
(18)											
(19)											
(20)											
(21)											
(22)											
(23)											
(24)											
(25)											
1b Subtotal											
c Total from continuation sheets to Part VII, Section A											
d Total (add lines 1b and 1c)								0	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? <i>If "Yes," complete Schedule J for such individual</i>		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? <i>If "Yes," complete Schedule J for such individual</i>		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? <i>If "Yes," complete Schedule J for such person</i>		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	11,600			
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	347,840			
	g	Noncash contributions included in lines 1a-1f	1g	\$			
	h	Total. Add lines 1a-1f ▶		359,440			
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) ▶			21	21	
	4	Income from investment of tax-exempt bond proceeds . . . ▶					
	5	Royalties ▶					
	6a	Gross rents	6a	(i) Real	(ii) Personal		
	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	7a	(i) Securities	(ii) Other		
	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				
	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 ▶			359,461	21	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 ☐

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.				
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				
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				
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	11,736		11,736	
13 Office expenses	61,897		61,897	
14 Information technology				
15 Royalties				
16 Occupancy				
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				
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 ROYALTY EXPENSE	8,460	8,460		
b COMMUNITY OUTREACH	128,284	128,284		
c				
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e. .	210,377	136,744	73,633	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 <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance SheetCheck 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	32,573	1	197,894	
	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		
	9 Prepaid expenses and deferred charges		9		
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 78,157			
	b Less: accumulated depreciation	10b 59,448	18,709	10c 18,709	
	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)		51,282	16	216,603	
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 <input type="checkbox"/> 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 <input checked="" type="checkbox"/> 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	51,282	31	216,603	
	32 Total net assets or fund balances	51,282	32	216,603	
33 Total liabilities and net assets/fund balances	51,282	33	216,603		

Part XI Reconciliation of Net AssetsCheck 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	359,461
2	Total expenses (must equal Part IX, column (A), line 25)	2	210,377
3	Revenue less expenses. Subtract line 2 from line 1	3	149,084
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	51,282
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	16,237
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	216,603

Part XII Financial Statements and ReportingCheck 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: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> 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? 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: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> 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: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> 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	
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

CAPITAL LAKEFAIR INC

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).)
- 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?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990) 2021

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.")						
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) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(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 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 ► <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f))	14	%
15 Public support percentage from 2020 Schedule A, Part II, line 14	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 ► <input type="checkbox"/>		
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. ► <input type="checkbox"/>		
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 ► <input type="checkbox"/>		
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 ► <input type="checkbox"/>		
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 ► <input type="checkbox"/>		

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.") .	82,282	57,970	19,165	35,734	25,500	220,651
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	2,219,678	259,634	16,573		33,961	2,529,846
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	2,301,960	317,604	35,738	35,734	59,461	2,750,497
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.)						2,750,497

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	2,301,960	317,604	35,738	35,734	59,461	2,750,497
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.)	125	316	(3,164)	2,714		(9)
13 Total support. (Add lines 9, 10c, 11, and 12.)	2,302,085	317,920	32,574	38,448	59,461	2,750,488
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 ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	100.00 %
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	99.95 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f)) . . .	17	0.00 %
18 Investment income percentage from 2020 Schedule A, Part III, line 17	18	0.00 %

- 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? <i>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.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
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)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>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.</i>		
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)? <i>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.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>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).</i>		
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?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
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? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
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))? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," provide detail in Part VI.</i>		
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)? <i>If "Yes," answer 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

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	<input type="checkbox"/>	The organization satisfied the Activities Test. Complete line 2 below.
b	<input type="checkbox"/>	The organization is the parent of each of its supported organizations. Complete line 3 below.
c	<input type="checkbox"/>	The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).
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 (<i>explain in detail in Part VI</i>):		
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	<input type="checkbox"/> 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) - <i>provide details in Part VI</i>	5
6	Other distributions (<i>describe in Part VI</i>). 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 (<i>provide details in Part VI</i>). 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 - <i>explain in Part VI</i>). 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, <i>explain in Part VI</i> . See instructions.			
6	Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . 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.)

**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

2021

**Open to Public
Inspection**

Name of the organization

CAPITAL LAKEFAIR INC

Employer identification number

23-7131672

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?		<input type="checkbox"/> Yes <input type="checkbox"/> 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?		<input type="checkbox"/> Yes <input type="checkbox"/> 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). <input type="checkbox"/> Preservation of land for public use (for example, recreation or education) <input type="checkbox"/> Protection of natural habitat <input type="checkbox"/> Preservation of open space <input type="checkbox"/> Preservation of a historically important land area <input type="checkbox"/> 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.	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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)?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 ▶ \$ _____	

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2021

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 programs

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:

(i) Unrelated organizations

(ii) Related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

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				
d Equipment		78,157	59,448	18,709
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				18,709

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. (Column (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. (Column (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) _____	
(2) _____	
(3) _____	
(4) _____	
(5) _____	
(6) _____	
(7) _____	
(8) _____	
(9) _____	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.). ▶	

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) _____	
(3) _____	
(4) _____	
(5) _____	
(6) _____	
(7) _____	
(8) _____	
(9) _____	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.). ▶	

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. ☐

**SCHEDULE O
(Form 990)**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 Form 990-EZ.
► Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021**Open to Public
Inspection**

Name of the organization

CAPITAL LAKEFAIR INC

Employer identification number

23-7131672**01. Form 990 governing body review (Part VI, line 11)**

A COPY OF THE RETURN WAS PROVIDED TO THE ORGANIZATION FOR REVIEW.

02. Conflict of interest policy compliance (Part VI, line 12c)

THE ORGANIZATION HAS A CONFLICT OF INTEREST POLICY IN PLACE.

03. Governing documents, etc, available to public (Part VI, line 19)

DOCUMENTS ARE AVAILABLE UPON REQUEST

04. Part III, response or note to any other line in Part III

FORM 990-EZ, PART III - ORGANIZATION'S PRIMARY EXEMPT PURPOSE

CAPITAL LAKEFAIR'S MISSION IS TO CELEBRATE OUR COMMUNITY YEAR-ROUND THROUGH ACTIVE
INVOLVEMENT, A SCHOLARSHIP PROGRAM FOR AREA YOUTH, AND AN ANNUAL SUMMER FESTIVAL. FORM
990-EZ, PART III, LINE 28 STATEMENT OF PROGRAM SERVICE ACCOMPLISHMENTS

GENERALLY, LAKEFAIR HOSTS A 5-DAY COMMUNITY FESTIVAL WHICH INCLUDES FOOD BOOTHS, ARTS &
CRAFTS BOOTHS, PARADE, LIVE ENTERTAINMENT, CARNIVAL, CAR SHOW, AND A GRAND FINALE
FIREWORKS DISPLAY. THE FESTIVAL ALSO INCLUDES SPECIAL EVENTS GEARED TOWARD YOUTHS AND
SENIORS. LOCAL NOT-FOR PROFIT ORGANIZATIONS ARE INVITED TO PARTICIPATE AND RAISE MONEY
THROUGH THE SALE OF FOOD AND DRINK. THERE IS NO ENTRANCE FEE FOR GUESTS TO ATTEND THE
FESTIVAL. THIS FESTIVAL WAS CANCELED FOR THE CURRENT YEAR AS A RESULT OF COVID-19
PROTOCOLS. HOWEVER, MANY EXPENSE WERE ALREADY INCURRED. FORM 990-EZ, PART III, LINE 30 -
STATEMENT OF PROGRAM SERVICE ACCOMPLISHMENTS

Name of the organization	Employer identification number
CAPITAL LAKEFAIR INC	23-7131672

LAKEFAIR IS A MEMBER OF NORTHWEST FESTIVAL HOSTING GROUP, AN ORGANIZATION COMPRISED OF
OTHER NON-PROFIT FESTIVALS ACROSS WASHINGTON, OREGON, AND BRITISH COLUMBIA. THE CURRENT
COURT (SCHOLARSHIP RECIPIENTS), VOLUNTEERS, AND OUR FLOAT TRAVEL TO MOST OF THESE EVENTS
ACTING AS GOODWILL AMBASSADORS FOR OUR COMMUNITY.

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 TRANSFER 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.



APPROVED
AND FILED

JUL 29 1957

VICTOR A. MEYERS
SECRETARY OF STATE
BY *Ray J. Roman*
ASSISTANT SECRETARY OF STATE

ARTICLES OF INCORPORATION
OF
CAPITAL LAKEFAIR, INC.

KNOW ALL MEN BY THESE PRESENTS; That we, the under-
signed, 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 vicin-
ity, 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)
County of Thurston) ss.

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.

Darwin H. Hines
Notary Public in and for the State
of Washington, residing at Olympia

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 Sec-
retary of State July 29, 1957

at 10:00 o'clock A. M.

Microfilmed, Roll No. 1-1

Page 1

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 58, \$ 0.00

Certificate mailed AUG 20 1957

to above address

Indexed

Photographed

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

Rcvd 08/30/2023

APPLICATION DEADLINE: AUGUST 30, 2023, 12PM/NOON Postmarks, late, or incomplete applications will not be accepted

ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENT

ADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 555 ISRAEL ROAD SW, TUMWATER, WA 98501

ORGANIZATION/AGENCY INFORMATION

<u>City of Tumwater</u> Organization/Agency Name	<u>91-6001520</u> Federal Tax ID Number
<u>Ann Cook</u> Contact Name	<u>Communications Manager</u> Title
<u>555 Israel Road SW</u> Mailing Address	<u>Tumwater WA 98092</u> City State Zip
<u>360-754-4123</u> Phone	<u>www.ci.tumwater.wa.us</u> Website
	<u>acook@ci.tumwater.wa.us</u> Email Address

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

Amount Requested: \$25,000 Total Project / Event Budget: \$25,000

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

**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 5 number of years

<u>Name of Event/Festival</u>	<u>Location</u>	<u>Date of Event/Festival</u>
-------------------------------	-----------------	-------------------------------

Event/Festival Website (if different than above) If an existing event, last year's date of event

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.

<u>Ann Cook, Communications Manager</u> Name and Title	<u>Ann Cook</u> Signature (e-signature or original)	<u>08/28/2023</u> Date
---	--	---------------------------

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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

Marketing a Tumwater as a destination involves crafting a compelling narrative that showcases the unique attributes, attractions, and experiences. Tumwater Craft marketing campaign is targeted to attract visitors interested in unique, locally-made products and experiences. An effective marketing campaign using lodging tax funds (LTAC) can result in increased tourism revenue, economic growth for local businesses, and a heightened sense of community pride.

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 www.ci.tumwater.wa.us/LodgingTax.)

LTAC funds will be used for paid and earned media as part of a comprehensive marketing campaign. This multi-faceted approach combines various strategies and channels to effectively promote the City as a destination for all things Craft. 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.

Lingering impacts of COVID-19 have slowed plans for emerging food and beverage industries and opening of the Craft District. There are new businesses in the Tumwater Warehouse District, Craft District, and the City. This proposal expands marketing to support the overall Tumwater Craft initiative.

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 may be 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.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

Tourism promotion has a significant impact on the local economy of a destination and can contribute to a higher quality of life for local residents by supporting a diverse range of businesses, cultural activities, and community events. Visitors are often interested in purchasing local products as souvenirs. This can boost demand for crafts, food products, and other goods produced by local businesses. Tourism encourages the growth of small businesses. Local artisans, craft makers, farmers, and other entrepreneurs can benefit from increased demand for their products and services.

This is a long-term investment in the revitalization of the City's brewery district and efforts to bring brewing back. 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.

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?

The Tumwater Craft brand showcases local producers and makers and builds new audiences for local makers. These funds will be used specifically to promote Tumwater as a visitor destination for business or leisure 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) Overall attendance | <u>3000</u> |
| b) Staying for the day only <i>and</i> traveling more than fifty miles or more one way from their place of residence or business | <u>500</u> |
| c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries) | <u>50</u> |
| d) Staying overnight in paid accommodations away from their place of residence or business | <u>350</u> |
| e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i> traveling fifty miles or more one way from their place of residence or business | <u>400</u> |
| f) Total number of paid lodging nights generated in Tumwater | <u>350</u> |
| g) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above. | |

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

Reach and distribution of paid advertising will be used for placement and compared to actual attendance. Attendance data from events, social media analytics, Google Analytics from the Tumwater Craft and Warehouse District webpages, Facebook page and other digital media channels.

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?

With a budget of \$25,000 for destination marketing, the focus will be on cost-effective strategies that maximize reach and impact. Promoting overnight stays in lodging establishments requires a strategic approach that combines various marketing tactics to attract travelers and encourage them to choose Tumwater as their destination.

Leveraging partnerships with Olympia and Beyond, paid advertising and marketing materials will feature unique experiences that extend the visitor stay and promote area lodging.

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.

Tumwater offers a variety of opportunities for tourism-generating activities due to its natural beauty, historical significance, outdoor recreation and cultural attractions. Activities that extend the visit include Tumwater Falls at Brewery Park, the Deschutes Valley Trail, Tumwater Farmers Market, and Thurston Bountiful Byway. Collaboration with local businesses co-located in the Craft District and the Warehouse District provide opportunities for food and beverage-related events showcasing local eateries, cafes, breweries, distilleries, and cideries. Annual local festivals such as the Artesian Brewfest and the Olympic Airshow provide more opportunities for cooperative marketing.

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?

Changes to the requested funding would reduce paid advertising which is essential 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.

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 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:		\$0.00
Admission:		\$0.00
Reserves:		\$0.00
Donations/Contributions:		\$0.00
Grants:		\$0.00
Program Service Fees:		\$0.00
In-kind Donations:		\$0.00
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:		\$25,000.00
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:		\$25,000.00

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		\$0.00
Administration: (utilities, phone, etc.)		\$0.00
Marketing and Promotion:		\$15,000.00
Professional / Consultant Fees:		\$10,000.00
Equipment:		\$0.00
Facility / Event Venue Rental:		\$0.00
Travel: (please specify)		\$0.00
All Other Expenses: (please specify)		
Other Expense:		
Other Expense:		
Other Expense:		
TOTAL EXPENSES:		\$25,000.00
PROGRAM EXCESS (DEFICIT):		\$0.00

Proposed Marketing Budget

Tumwater Craft LTAC

Here's a breakdown of the allocation of LTAC funds to utilize the marketing budget most effectively.

Digital Advertising 40% \$10,000

- Social Media Ads: Run targeted Facebook and Instagram ads to reach specific audience demographics (\$5,000).
- Google Ads: Google Ads with a focus on keywords related to Tumwater tourism (\$3,000).
- Display Ads: Use display ads on relevant websites and platforms to increase brand visibility (\$2,000).

Content Creation and Website Enhancement 20% \$5,000

- Professional Photography: Allocate funds for hiring a professional photographer to capture high-quality images of Tumwater's attractions (\$2,000).
- Video Production: Create engaging video content showcasing Tumwater Craft and visitor experiences (\$2,000).
- Website Updates: Enhance Tumwater Craft and Warehouse District websites with updated visuals, responsive design, and user-friendly features (\$1,000).

Social Media Management 15% \$3,750

- Content Creation: Allocate funds to create engaging and shareable content for social media platforms (\$2,000).
- Social Media Management Tools: Schedule posts and track engagement (\$1,250).

Local Partnerships and Collaborations 10% \$2,500

- Collaborative Promotions: Partner with local businesses to create joint promotions and packages (\$1,500).
- Event Collaborations: Allocate funds to support and promote local events in partnership with event organizers (\$1,000).

Email Marketing 10% \$2,500

Email Newsletter: Develop an email marketing strategy to keep subscribers informed about events, promotions, and news (\$2,500).

Printed Materials and Offline Promotion 5% \$1,250

- Brochures and Maps: Design and print brochures and maps for distribution at visitor centers and hotels (\$750).
- Promotional Materials: Create flyers and promotional materials for local events and exhibitions (\$500).

Influencer Partnerships (optional) 5% \$1,250

- Influencer Collaboration: Collaborate with a local or regional influencer for content creation and promotion (\$1,250).

Contingency and Miscellaneous 5% \$1,250

- Unforeseen Expenses: Set aside a portion of the budget for unexpected costs or opportunities that may arise (\$1,250).

City of Tumwater

Lodging Tax Final Report Form

Organization's Name: City of Tumwater

Submitted By: Ann Cook

Date: 3/13/2023

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: 1/01/2022

Activity End Date: 12/31/2022

Total Activity Cost: \$5,703.29

Total amount of Tumwater lodging tax funds requested: \$14,250.00

Total amount of Tumwater lodging tax funds expended: \$5,703.29

Total amount of lodging tax funds expended from all jurisdictions: \$5,703.29

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	<i>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</i>	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Tourism impacted from COVID-19		
50+ MILES - ATTENDANCE	<i>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</i>	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Tourism impacted from COVID-19		
OUT OF STATE / COUNTRY - ATTENDANCE	<i>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</i>	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Tourism impacted from COVID-19		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Tourism impacted from COVID-19		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	0
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Other		
	EXPLAIN TRACKING METHOD: Tourism impacted from COVID-19		
PAID LODGING NIGHTS	<i>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</i>	PREDICTED:	0
		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.

The signature programs and events at the Craft District scheduled for June 2022 were cancelled due to ongoing impacts of COVID-19 and construction delays at the site.

A visit by Congresswoman Marilyn Strickland to Brewhouse Tower and the Craft District raised the profile of our overall efforts to promote heritage and cultural tourism in 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, 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?

No, the planned event to kick-off the summer season was cancelled--approximately half of the funds awarded were designated for event-related costs with an additional ten percent for marketing the event.

There were annual expenditures for costs to maintain Tumwater Craft digital assets (domain names, website, and other digital platforms), and graphic design work to expand the brand identity.

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

Tumwater Craft promotion and marketing efforts and work in partnership with area business will continue. In 2023, there are additional opportunities to collaborate with the VCB, new businesses in the Market Building, and the City Economic Development Manager that will expand the reach of marketing and promotional efforts.

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity Certification

APPLICATION DEADLINE: **AUGUST 30, 2023, 12PM/NOON** Postmarks, late, or incomplete applications will not be accepted

ATTENTION:

CITY OF TUMWATER

HANNA MILES – EXECUTIVE DEPARTMENT

ADDRESS/DELIVER:

hmiles@ci.tumwater.wa.us OR 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

WA

98501

City

State

Zip

360.481.0608

Phone

olytumfound.org

Website

jfreedman@olytumfoundation.org

Email Address

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

Amount Requested: \$11,000

Total Project / Event Budget: \$22,000

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

Video(s) promoting the culture of the Deschutes River in Tumwater, WA

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

N/A

Name of Event/Festival

Location

Date of Event/Festival

N/A

Event/Festival Website (if different than above)

If an existing event, last year's date of event

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



Signature (e-signature or original)

8/30/2023

Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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

Promotional videos of Tumwater Historic District/Deschutes River Canyon history, and salmon in the Deschutes River Canyon

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 www.ci.tumwater.wa.us/LodgingTax.)

The Olympia Tumwater Foundation and the City of Tumwater have a wonderful opportunity to build on last year's LTAC project, which involved creating drone video footage of the Tumwater Historic District.

Significant changes to the Historic District since last year include:

--The Brewmaster's House suffered an arson fire in early 2023, but the City and its contractors have nearly completed the required restoration work. The City hopes to open the house to the public in 2024, when the house will feature an exhibition on the history of the Olympia Brewing Company. Events will be coordinated between the Olympia Tumwater Foundation, City of Tumwater, and Daughters of the Pioneers of Washington (who staff the historic Crosby House), so that all the historic homes in the district will be available for tours during days that the Brewmaster's House exhibition is open. Having all three homes open at the same time will encourage tourists to extend their stay in Tumwater.

--The Schmidt House has completed a renovation of the archives and first floor, including an ADA-compliant wheelchair lift and an ADA-compliant restroom. The house is again open for tours. Drone footage reveals the beautiful grounds from a new angle. This footage will be used to enhance and explain the proposed videos.

To introduce these fascinating facilities to the public, we propose creating two videos, to be produced by Sky Bear Media, a Native American-owned and operated company based in Thurston County.

The videos will be shot throughout the year, showcasing the significant and historic natural resources of the river, as well as the still-new Washington Department of Fish and Wildlife hatchery facility.

The two complementary videos will include:

--A HISTORY OF THE DESCHUTES RIVER CANYON including the following segments: geology and formation; indigenous peoples; pioneer populations; early industrial era; and current cultural uses. Each segment will serve as a stand-alone piece focusing on that particular subject. But all five segments can be viewed together to offer a complete history of the Deschutes River canyon, from geologic times to today.

---Geology and formation: this segment will discuss the formation of the Deschutes River canyon, going far back into geologic time and the movements of the Yellowstone Hotspot. Through associated plate tectonics, glaciation, and volcanic activity, our river canyon was created and evolved to its present form.

---Indigenous peoples: beginning from the last glacial retreat, humans have moved into and occupied western Washington. Eventually, individual tribes and cultures were formed. The Steh-Chass people in particular (now part of the Squaxin Island Tribe) made the Deschutes River canyon their ancestral homeland.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

---Pioneer populations: In the 1840s, pioneers such as George and Isabella Bush, Michael and Elizabeth Simmons, and David and Talitha Kindred traveled the Oregon Trail over much of the continent, and then used the Cowlitz Trail to travel from the Columbia River to the Tumwater area. (The Cowlitz Trail is now being considered as a federally recognized portion of the Oregon Trail.) Tumwater is widely considered to be the northern end of the Oregon Trail.

---Early industrial era: Once pioneers settled along the lower Deschutes River, early industries sprang up, taking advantage of its abundant water power. Tanneries, pipe factories, grist mills, sawmills, and breweries dotted the banks of the river, fueling industrial and economic growth. Remnants of these early industries are still visible today.

---Current cultural uses: Although industries along the river have faded away, our current population has converted the river and its environs to recreational use. Preserving the remnants of our indigenous, pioneer, and industrial past encourages us to appreciate those who have gone before, while returning the river to a more natural state enjoyed by thousands of visitors each year.

--A HISTORY OF SALMON IN THE DESCHUTES RIVER. Salmon have become an integral part of the Deschutes River canyon. The Washington Department of Fisheries “first planted Chinook salmon fingerlings” in the river in the late 1940s. Since then, the state has constructed concrete fish ladders, holding pens, and a hatchery, and has recently upgraded these facilities with a public viewing area. Today, this modern hatchery, located on foundation property, gives visitors a unique and exciting look at the salmon’s life cycle. Our video will include dramatic footage of the fall salmon runs, interviews with fish biologists, and a behind-the-scenes look at one of the Northwest’s most iconic wildlife species.

Both videos will incorporate footage from the 2023 Tumwater LTAC grant project, showcasing the scenic attributes of the Historic District and environs. Additional footage will include: many historic photographs, maps, and other images from the Schmidt House archives and the Brewmaster’s House collection; additional relevant images from other respected sources (Washington State Historical Society; University of Washington Special Collections; Library of Congress; etc.); and interviews with distinguished experts in their fields (such as Dr. Gary Ritchie on local geology; archaeologists Dr. Dale Croes and Dr. Ulrike Krotscheck, and Squaxin Island Tribe elders on indigenous peoples; and historian Drew Crooks on pioneer populations and industrial development).

The final videos will be accessible on YouTube, TikTok, and other social media, as well as websites including the City of Tumwater, Olympia Tumwater Foundation, and Experience Olympia. We plan on presenting these videos on as many platforms as possible to reach as many viewers as possible. The primary audience will be the cultural tourist, which studies have shown to have the greatest destination spending potential.

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

The Olympia Tumwater Foundation has completed renovations to the Schmidt House from the fall of 2022 to the spring of 2023. Major changes include: enhanced and enlarged archives space; wheelchair lift to the first floor; ADA-compliant restroom; and upgraded electrical systems and lighting fixtures in the basement and first floor.

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

The foundation partnered with the City of Tumwater in October of 2022 to hold the the inaugural "Falls Fest" to celebrate the annual salmon return and local culture at Tumwater Falls Park. It was a great success and will become an annual event.

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 is 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.

After renovations following the 2023 arson, the city-owned Brewmaster's House is planned to be open in the summer of 2024 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. Visitors can experience 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 on the industrial development in the Historic District will include the Brewmaster's House as an important remnant of that history. The video 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

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?

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

50%

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 these videos will increase that impact.

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

The promotional videos will be included on our social media platforms (Facebook, Instagram, YouTube, etc.), which together have over 8,000 followers. It will be embedded in our newly-designed website. Per Google, our park listing generates over 20,000 views and 13,000 searches (top search term was "attractions") per month.

The Schmidt House is again open for regular tours after completion of a significant renovation; the Brewmaster's House will be open with the visual and audio history of the Olympia Brewing Company after completion of post-arson restoration; 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, Thurston County, Daughters of the Pioneers of Washington, and Experience Olympia and Beyond 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 compelling 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:

a) Overall attendance	<u>12,500</u>
b) Staying for the day only <i>and</i> traveling more than fifty miles or more one way from their place of residence or business	<u>4700</u>

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries)	<u>938</u>
d) Staying overnight in paid accommodations away from their place of residence or business	<u>338</u>
e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i> traveling fifty miles or more one way from their place of residence or business	<u>338</u>
f) Total number of paid lodging nights generated in Tumwater	<u>224</u>

g) 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 brochure has a listing of Tumwater hotels. The brochure is prominently featured on our website and available at Tumwater Falls Park. We have distributed over 5,000 maps this year.

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.

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

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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 Congress for recognition of the Tumwater Falls area as the northern end of the Oregon 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 eliminating one of the planned videos. 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.

City of Tumwater
Daughters of the Pioneers of Washington
Experience Olympia and Beyond
Sky Bear Media
Squaxin Island Tribe
Washington Department of Fish and Wildlife

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 at Tumwater Falls 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:		\$5,000.00
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:		\$11,000.00
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)	Olympia Tumwater Foundation	\$6,000.00
Other Source:		
Other Source:		
Other Source:		
TOTAL REVENUE:		\$22,000.00

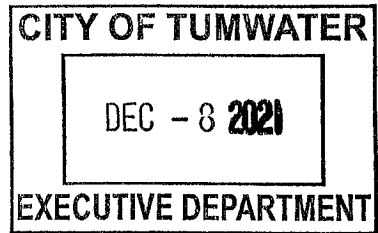
PROJECTED EXPENSES:

Personnel: (salaries and benefits)		\$4,000.00
Administration: (utilities, phone, etc.)		
Marketing and Promotion:		
Professional / Consultant Fees:		\$18,000.00
Equipment:		
Facility / Event Venue Rental:		
Travel: (please specify)		
All Other Expenses: (please specify)		
Other Expense:		
Other Expense:		
Other Expense:		
TOTAL EXPENSES:		\$22,000.00
PROGRAM EXCESS (DEFICIT):		\$0.00

Olympia Tumwater Foundation (OTF)
Scope of Services
2023 LTAC – Attachment A

The Olympia Tumwater Foundation intends to invoice for some or all of the following costs associated with the 2023 LTAC project for ***Promotional Video of Tumwater Historic District:***

- Professional drone operator services in Tumwater Historic District
- Professional videographer
- Professional editing, design, narration and production of multi length videos
- Historical research, photo selection and narratives
- Website and social media integration with SEO
- Collaboration with local tourism bureau to market Tumwater Historic District with promotional video



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).

<u>Services Provided (Scope of Services/Exhibit A)</u>	<u>Date(s) Provided</u>	<u>Cost (Itemized)</u>
Monument stone procurement, design, and sculpting. Progress payment #1	2/18/2021	\$4000
Monument sculpting. Progress payment #2	5/22/2021	\$2000
Monument sculpting	12/3/2021	\$3000

TOTAL AMOUNT REQUESTED: \$ \$3,625⁰⁰

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

Lenkerbrook Stoneworks

February 27, 2021

Brewery Park at Tumwater Falls Project
(Stone Carving)
110 Deschutes Parkway
Tumwater, Washington
98501

Proposed Payment Schedule:

- 1.) 2/22/21: Downpayment - \$4,000 ✓ paid # 17730
- 2.) 3/22/21: Progress Payment #1 - \$2,000 ✓ paid # 17799
- 3.) 4/22/21: Progress Payment #2 - \$2,000 ✓ \$2,000
- 4.) 5/22/21: Progress Payment # 3 - \$2,000 ✓ ^{1/2} \$1,000 + \$3,000 paid 12/3/2021
#17932
- 5.) Upon Completion: Final Payment - \$2,023

Total Project Cost (Revised): \$11,000

9.3% WA Sales Tax: \$1,023

Total Project Cost: \$12,023

Signed:

William S. Lenker, Lenkerbrook Stoneworks

John Freedman, Olympia - Tumwater Foundation

17730

Lenkerbrook Stoneworks, L.L.C

Date	Type	Reference
2/15/2021	Bill	

Original Amt.
4,000.00

Balance Due
4,000.00

2/18/2021	Discount
Check Amount	

Payment
4,000.00
4,000.00

Heritage Bank

OBC logo project. Pmt 1 of 4, reschedule

4,000.00

Rev 1/17



10452

Olympia Tumwater Foundation

17799

Lenkerbrook Stoneworks, L.L.C

Date	Type	Reference
5/22/2021	Bill	

Original Amt.
2,000.00

Balance Due
2,000.00

5/22/2021	Discount
Check Amount	

Payment
2,000.00
2,000.00

Heritage Bank

progress payment #2 Olympia Brewery Logo

2,000.00

Rev 1/17



10452

Olympia Tumwater Foundation

17932

Lenkerbrook Stoneworks, L.L.C

Date	Type	Reference	Original Amt.	Balance Due	12/3/2021 Discount	Payment
12/3/2021	Bill		3,000.00	3,000.00		3,000.00
					Check Amount	3,000.00

Heritage Bank

progress payment #3 OBC sculpture

3,000.00

Rev 1/17



104521

10452

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	<i>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</i>	PREDICTED:	8,000
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD:		
50+ MILES - ATTENDANCE	<i>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</i>	PREDICTED:	21,200
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD:		
OUT OF STATE / COUNTRY - ATTENDANCE	<i>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</i>	PREDICTED:	480
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD:		
PAID FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	800
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD:		
DID NOT PAY FOR OVERNIGHT LODGING - ATTENDANCE	<i>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</i>	PREDICTED:	120
		ACTUAL (ESTIMATED):	0
	METHODOLOGY (definitions provided above): Choose Methodology		
	EXPLAIN TRACKING METHOD:		
PAID LODGING NIGHTS	<i>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</i>	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:









Form **990**Department of the Treasury
Internal Revenue Service

Extended to November 15, 2022

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

2021Open to Public
Inspection**A For the 2021 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		D Employer identification number 91-0741161
	Doing business as		E Telephone number 360-943-2550
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	
	PO Box 4098		G Gross receipts \$ 2,958,129.
	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		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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: <input checked="" type="checkbox"/> 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527			
J Website: ▶ www.olytumfoundation.org			
K Form of organization: <input checked="" type="checkbox"/> 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 <input type="checkbox"/> 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	15
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	15
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	7
	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	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	214,605.	213,165.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	0.	0.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	232,469.	731,289.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	0.	672.
	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	447,074.	945,126.
Expenses	14 Benefits paid to or for members (Part IX, column (A), line 4)	92,500.	132,550.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
	16a Professional fundraising fees (Part IX, column (A), line 11e)	289,194.	292,294.
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 46,303.	0.	0.
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	255,600.	371,131.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	637,294.	795,975.
	19 Revenue less expenses. Subtract line 18 from line 12	-190,220.	149,151.
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	11,432,760.	12,508,072.
	22 Net assets or fund balances. Subtract line 21 from line 20	197,762.	187,077.
		11,234,998.	12,320,995.

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				
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed	PTIN
	Terry D Soddors CPA			<input type="checkbox"/>	P00003151
Preparer Use Only	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

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 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 ☒ 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 \$ 211,550. 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 \$ 149,868. including grants of \$ 132,550.) (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 \$ 188,961. including grants of \$) (Revenue \$ 672.)

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 550,379.

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)? <i>If "Yes," complete Schedule A</i>	1 X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? 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? <i>If "Yes," complete Schedule C, Part I</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? <i>If "Yes," complete Schedule C, Part II</i>	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 Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>	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? <i>If "Yes," complete Schedule D, Part I</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? <i>If "Yes," complete Schedule D, Part II</i>	7	X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	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? <i>If "Yes," complete Schedule D, Part IV</i>	9	X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	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? <i>If "Yes," complete Schedule D, Part VI</i>	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? <i>If "Yes," complete Schedule D, Part VII</i>	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? <i>If "Yes," complete Schedule D, Part VIII</i>	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? <i>If "Yes," complete Schedule D, Part IX</i>	11d X	
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	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)? <i>If "Yes," complete Schedule D, Part X</i>	11f X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	12a X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	12b	X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	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? <i>If "Yes," complete Schedule F, Parts I and IV</i>	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? <i>If "Yes," complete Schedule F, Parts II and IV</i>	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? <i>If "Yes," complete Schedule F, Parts III and IV</i>	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? <i>If "Yes," complete Schedule G, Part I. See instructions</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? <i>If "Yes," complete Schedule G, Part II</i>	18	X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	19	X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	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? <i>If "Yes," complete Schedule I, Parts I and II</i>	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? <i>If "Yes," complete Schedule I, Parts I and III</i>	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? <i>If "Yes," complete Schedule J</i>	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? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	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? <i>If "Yes," complete Schedule L, Part I</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? <i>If "Yes," complete Schedule L, Part I</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? <i>If "Yes," complete Schedule L, Part II</i>	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? <i>If "Yes," complete Schedule L, Part III</i>	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? <i>If "Yes," complete Schedule L, Part IV</i>	28a	X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>	28b	X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>	28c	X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	29	X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30	X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31	X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	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? <i>If "Yes," complete Schedule R, Part I</i>	33	X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	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)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35b	
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	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? <i>If "Yes," complete Schedule R, Part VI</i>	37	X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19?	38 X	

Note: All Form 990 filers are required to complete Schedule O

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck 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 4	
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 7		
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?	15		X
If "Yes," see the instructions and file Form 4720, Schedule N.			
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income?	16		X
If "Yes," complete Form 4720, Schedule O.			
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?	17		
If "Yes," complete Form 6069.			

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

	1a	1b	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.	15			
b Enter the number of voting members included on line 1a, above, who are independent		15		
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 on 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 on 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 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 ► **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 ContractorsCheck 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 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 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) John Freedman Executive Director	40.00			X				114,068.	0.	3,422.
(2) Fred Gentry Trustee	0.50	X						0.	0.	0.
(3) Jill Crowson Trustee	0.50	X						0.	0.	0.
(4) Waite Dalrymple Vice President	1.00	X		X				0.	0.	0.
(5) Chris Sigo Trustee	0.50	X						0.	0.	0.
(6) Dan Jones Trustee	0.50	X						0.	0.	0.
(7) Katie Hurley Trustee	0.50	X						0.	0.	0.
(8) John Dodge Trustee	0.50	X						0.	0.	0.
(9) Dan O'Neill Trustee	0.50	X						0.	0.	0.
(10) Drew Phillips Executive Member at Large	0.50	X						0.	0.	0.
(11) Lee Wojnar President	1.00	X		X				0.	0.	0.
(12) Perry Shea Trustee	0.50	X						0.	0.	0.
(13) Nic Crowson Trustee	0.50	X						0.	0.	0.
(14) Cecelia Loveless Executive Member at Large	0.50	X						0.	0.	0.
(15) Gary Swindler Treasurer	1.00	X		X				0.	0.	0.
(16) 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/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			
1b Subtotal								114,068.	0.	3,422.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								114,068.	0.	3,422.

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**

- 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*
- 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*
- 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*

	Yes	No
3		X
4		X
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
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 RevenueCheck 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	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	150,748.				
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	62,417.				
	g Noncash contributions included in lines 1a-1f	1g	\$ 6,346.				
	h Total. Add lines 1a-1f						
Program Service Revenue			Business Code				
	2 a						
	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)			274,350.			274,350.
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	6a	(i) Real 672.				
	b Less: rental expenses ...	6b	0.				
	c Rental income or (loss)	6c	672.				
	d Net rental income or (loss)			672.	672.		
	7 a Gross amount from sales of assets other than inventory	7a	(i) Securities 2,469,942.				
	b Less: cost or other basis and sales expenses	7b	2,013,003.				
	c Gain or (loss)	7c	456,939.				
	d Net gain or (loss)			456,939.			456,939.
	8 a 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						
	9 a Gross income from gaming activities. See Part IV, line 19	9a					
	b Less: direct expenses	9b					
	c Net income or (loss) from gaming activities						
10 a 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				
	11 a						
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions			945,126.	672.	0.	731,289.	

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	11,060.	11,060.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22	121,490.	121,490.		
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	114,068.	69,920.	44,148.	
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	154,088.	149,485.	4,603.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	24,138.	20,096.	4,042.	
11 Fees for services (nonemployees):				
a Management				
b Legal	88.		88.	
c Accounting	8,750.		8,750.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	51,753.		51,753.	
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	92,785.	232.	46,250.	46,303.
12 Advertising and promotion				
13 Office expenses	17,978.	6,100.	11,878.	
14 Information technology	15,710.	5,623.	10,087.	
15 Royalties				
16 Occupancy	31,828.	31,407.	421.	
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	59,340.	56,998.	2,342.	
23 Insurance	25,356.	13,330.	12,026.	
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	36,345.	36,345.		
b Event Expense	17,616.	15,367.	2,249.	
c Supplies	7,236.	6,580.	656.	
d In-Kind	6,346.	6,346.		
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	795,975.	550,379.	199,293.	46,303.
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 SheetCheck 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	3,732.	1	2,813.
	2 Savings and temporary cash investments	97,771.	2	149,908.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	127,664.	4	125,500.
	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	11,465.	9	9,922.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 1,879,306.		
	b Less: accumulated depreciation	10b 1,234,927.		
	11 Investments - publicly traded securities	679,694.	10c	644,379.
	12 Investments - other securities. See Part IV, line 11	9,682,938.	11	10,744,515.
	13 Investments - program-related. See Part IV, line 11		12	
	14 Intangible assets		13	
	15 Other assets. See Part IV, line 11	829,496.	14	
16 Total assets. Add lines 1 through 15 (must equal line 33)	11,432,760.	15	831,035.	
17 Accounts payable and accrued expenses	43,175.	16	12,508,072.	
18 Grants payable	95,830.	17	58,387.	
19 Deferred revenue		18	50,000.	
20 Tax-exempt bond liabilities		19		
21 Escrow or custodial account liability. Complete Part IV of Schedule D		20		
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		21		
23 Secured mortgages and notes payable to unrelated third parties		22		
24 Unsecured notes and loans payable to unrelated third parties		23		
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	58,757.	24		
26 Total liabilities. Add lines 17 through 25	197,762.	25	78,690.	
27 Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.		26	187,077.	
28 Net assets without donor restrictions	10,289,226.	27	11,386,803.	
29 Net assets with donor restrictions	945,772.	28	934,192.	
30 Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.				
31 Capital stock or trust principal, or current funds		29		
32 Paid-in or capital surplus, or land, building, or equipment fund		30		
33 Retained earnings, endowment, accumulated income, or other funds		31		
34 Total net assets or fund balances	11,234,998.	32	12,320,995.	
35 Total liabilities and net assets/fund balances	11,432,760.	33	12,508,072.	

Form 990 (2021)

Part XI Reconciliation of Net AssetsCheck 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	945,126.
2	Total expenses (must equal Part IX, column (A), line 25)	2	795,975.
3	Revenue less expenses. Subtract line 2 from line 1	3	149,151.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	11,234,998.
5	Net unrealized gains (losses) on investments	5	957,444.
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	-20,598.
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	12,320,995.

Part XII Financial Statements and ReportingCheck 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: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> 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? _____ 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: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		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: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	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.	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? _____		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 _____		

Form 990 (2021)

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

Olympia Tumwater Foundation

Employer identification number

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).)
- 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?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
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.")	108,582.	344,622.	173,504.	214,605.	213,165.	1054478.
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	108,582.	344,622.	173,504.	214,605.	213,165.	1054478.
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.						1054478.

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	108,582.	344,622.	173,504.	214,605.	213,165.	1054478.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	347,602.	357,958.	312,278.	286,690.	731,961.	2036489.
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						3090967.
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						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f))	14	34.11	%
15 Public support percentage from 2020 Schedule A, Part II, line 14	15	38.48	%
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			<input checked="" type="checkbox"/>
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			<input type="checkbox"/>
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			<input type="checkbox"/>
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			<input type="checkbox"/>
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			<input type="checkbox"/>

Schedule A (Form 990) 2021

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? <i>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.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
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)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>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.</i>		
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)? <i>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.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>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).</i>		
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?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
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? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
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))? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," provide detail in Part VI.</i>		
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? <i>If "Yes," provide detail in Part VI.</i>		
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)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

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

	Yes	No
1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).		
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 (<i>explain in detail in Part VI</i>):		
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	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990) 2021

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 - <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). 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 (<i>provide details in Part VI</i>). 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 - <i>explain in Part VI</i>). 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, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . 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			

Schedule A (Form 990) 2021

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)Department of the Treasury
Internal Revenue Service**Schedule of Contributors**▶ Attach to Form 990 or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Name of the organization

Olympia Tumwater Foundation

Employer identification number

91-0741161

Organization type (check one):

Filers of:**Section:**

Form 990 or 990-EZ

☒ 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 foundationCheck 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**☒ 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), 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), 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).

LHA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2021)

Name of organization	Employer identification number
Olympia Tumwater Foundation	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 <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	Frank & Sue Schmidt 72770 Somera Rd Palm Desert, CA 92260	\$ 10,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	City Of Tumwater 555 Israel Road SW Tumwater, WA 98501	\$ 73,625.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	Jeanette Roediger 1307 6th Ave SW Olympia, WA 98502	\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	Thurston County Auditor 2000 Lakeridge DR SW #1 Olympia, WA 98502	\$ 15,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
6	Becker Capital Management 1201 3rd Ave, Suite 5030 Seattle, WA 98101	\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Olympia Tumwater Foundation	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	Sampson Foundation 4801 Hampden Ln Bethesda, MD 20814	\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Employer identification number

91-0741161

Part II

[illegible]

Name of organization

Employer identification number

Olympia Tumwater Foundation**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
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(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

2021**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?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2021

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

d ☐ Loan or exchange program

b ☐ Scholarly research

e ☐ Other _____

c ☐ Preservation for future generations

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:

(i) Unrelated organizations

(ii) Related organizations

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

	Yes	No
3a(i)		
3a(ii)		
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		803,805.	578,006.	225,799.
c Leasehold improvements				
d Equipment		121,170.	60,269.	60,901.
e Other		881,282.	596,652.	284,630.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				644,379.

Schedule D (Form 990) 2021

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	803,406.
(2) Accrued Interest	27,629.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	831,035.

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.

(a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) PPP LOAN	54,560.
(3) CUSTODIAL LIABILITY	24,130.
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	78,690.

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 ... ☒

Schedule D (Form 990) 2021

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	1,850,817.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	957,444.
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	957,444.
3	Subtract line 2e from line 1	3	893,373.
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	51,753.
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	51,753.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)	5	945,126.

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	744,222.
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	744,222.
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	51,753.
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	51,753.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)	5	795,975.

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 2018. Currently,

there is no examination or pending examination with the Internal Revenue Service (IRS).

As of December 31, 2021, 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 <i>(continued)</i>
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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

2021

**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?

☒ **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 noncash 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) 2021

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	21	121,490.	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)

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 Form 990-EZ.

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

OMB No. 1545-0047

2021

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.

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990) 2021

132211 11-11-21

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.

Form 990, Part IX, Line 11g, Other Fees:

Other:

Program service expenses	232.
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Management and general expenses	46,250.
---------------------------------	---------

Fundraising expenses	46,303.
----------------------	---------

Total expenses	92,785.
----------------	---------

Total Other Fees on Form 990, Part IX, line 11g, Col A	92,785.
--	---------

Part XII Line 2C

The process has not changed.

AMENDED AND RESTATED
BYLAWS
OF
THE OLYMPIA TUMWATER FOUNDATION



CERTIFICATE OF INCORPORATION

THE OLYMPIA-TUMWATER FOUNDATION

**APPROVED
AND FILED**

SEP 21 1950

EARL COE
SECRETARY OF STATE

By *Ray J. Roman*
Notary Public for State

STATE OF WASHINGTON)
COUNTY OF THURSTON) SS:

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 Agree-
ment of Association executed for the purpose and with the in-
tention of forming a corporation under the name of THE OLYMPIA-
TUMWATER FOUNDATION:

Vol. 18.

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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.

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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
Peter G. Schmidt

Adolph V. Schmidt, Jr.
Adolph V. Schmidt, Jr.

Clara Muench Schmidt
Clara Muench Schmidt

Winifred Lang Schmidt
Winifred Lang Schmidt


Frederick W. Schmidt
Frederick W. Schmidt

Philippine S. Rettenmayer
Philippine S. Rettenmayer

STATE OF WASHINGTON)
COUNTY OF THURSTON) SS:

On this 14~~th~~ 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)
COUNTY OF THURSTON) SS:

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.

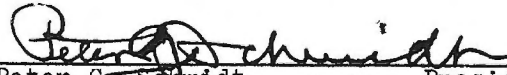
WITNESS my hand and official seal hereto affixed the day and year in this certificate above written.


Notary Public in and for the State
of California, residing at

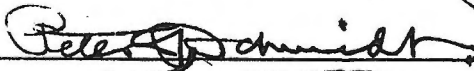
And said President, Secretary, and a majority of the Trustees do further certify and on oath state that the following are the names of the subscribers to the foregoing Agreement of Association:

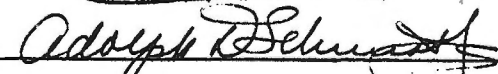
PETER G. SCHMIDT
ADOLPH D. SCHMIDT, JR.
CLARA MUENCH SCHMIDT
WINIFRED LANG SCHMIDT
FREDERICK W. SCHMIDT
PHILIPPINE S. RETTENMAYER

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.

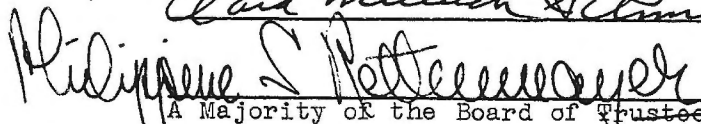

Peter G. Schmidt, President


Adolph D. Schmidt, Jr., Secretary


Peter G. Schmidt


Adolph D. Schmidt, Jr.



Clara Muench Schmidt



Philippine S. Rettenmayer
A Majority of the Board of Trustees

SUBSCRIBED AND SWORN to before me this 14 day of

ROLL No.
15
PAGE No.

201

, 1950.


Notary Public in and for the State
of Washington, residing at Olympia

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

W. C. Skel
Secretary of State.

Filed at request of

Skel, McKelvy, Henke, Evenson & Ohlman

Insurance Building

Seattle 4, Washington

Cert. copy: \$2.45

Filing and recording fee, \$5.00

License to June 30, 1950, \$

Certificate mailed OCT 3 - 1950

to above address.

Indexed Photographed

S. F. No. 1108-8-48-10M. 22857.

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I, Steve R. Hobbs, Secretary of State of the State of Washington and custodian of its seal, hereby certify the foregoing is a true and accurate copy of the record on file in this office.

SEP 23 2022

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

Total Pages: 9

Steve R. Hobbs



DP



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

Customer Receipt

Payment Transaction:

Work Order #: 2022092300585908

Received Date: 09/23/2022

Total Paid: \$70.00

Payment Details:

Cardholder Name / Payer Name	Payment Type	Identifying Number	Payment Date	Amount
JOHN FREEDMAN	VISA	3445	09/23/2022	\$70.00

Transaction Details:

Name	UBI # / Registration #	Service Type	Amount	Processing Fee
THE OLYMPIA-TUMWATER FOUNDATION	601 133 530	RECORDS/CERTIFICATE REQUEST	\$20.00	\$50.00

Signed: _____

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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 at 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 Treasurer 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 “indemnatee”), 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 indemnatee in connection therewith, and such indemnification shall continue as to an indemnatee who has ceased to be a trustee, officer, employee or agent and shall inure to the benefit of the indemnatee’s heirs, executors and administrators; provided, however, that no indemnification shall be provided to any such indemnatee 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 indemnatee in connection with a proceeding (or part thereof) initiated by such indemnatee 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 indemnatee, 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 indemnatee 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 indemnatee of his or her good faith belief that such indemnatee has met the standard of conduct necessary for indemnification by the corporation pursuant to this section.

8.2 Right of Indemnatee 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 indemnatee 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 indemnatee shall be entitled to be paid also the expense of prosecuting or defending such suit. The indemnatee 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 indemnatee 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 indemnatee is proper in the circumstances, nor an actual determination by the corporation (including the Board, independent legal counsel or the shareholders) that the indemnatee is not entitled to indemnification, shall be a defense to the suit or create a presumption that the indemnatee 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.

A handwritten signature in black ink, appearing to read 'Drew Phillips', is written over a horizontal line.

Drew Phillips, President



ORGANIZATION SUMMARY

ORGANIZATION INFORMATION

Organization Name: **THE OLYMPIA-TUMWATER FOUNDATION**

FEIN Number: **910741161**

UBI Number: **601 133 530**

Registration Number: **1122612**

Federal Tax Exempt Status: **Yes**

Is this Charitable Organization associated with any Corporation or LLC? **Yes**

Purpose/Mission of the Organization: **OWNS AND MAINTAINS TUMWATER FALLS PARK, THE SCHMIDT HOUSE, AND OFFERS SCHOLARSHIPS AND GRANTS THROUGH ITS EDUCATION PROGRAM.**

Federal Status Type: **501(c)(3)**

Jurisdiction: **WASHINGTON**

Status: **Active**

Renewal Date: **11/30/2022**

CONTACT INFORMATION

Organization Email: **JFREEDMAN@OLYTUMFOUNDATION.ORG**

Organization Website: **OLYTUMFOUNDATION.ORG**

Is Foreign Contact: **No**

Phone Number: **3609432550**

Ext:

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**

****NEW APPLICANT****

Rcvd 8/30/2023

CITY OF TUMWATER
LODGING TAX APPLICATION – Entity CertificationAPPLICATION DEADLINE: **AUGUST 30, 2023, 12PM/NOON** *Postmarks, late, or incomplete applications will not be accepted*ATTENTION: CITY OF TUMWATER
HANNA MILES – EXECUTIVE DEPARTMENTADDRESS/DELIVER: hmiles@ci.tumwater.wa.us OR 555 ISRAEL ROAD SW, TUMWATER, WA 98501**ORGANIZATION/AGENCY INFORMATION**DESCHUTES RUGBY CLUB

Organization/Agency Name

Federal Tax ID Number

THOR HOYTE87-4599925

Contact Name

Title

6305 HAWKS PRAIRIE CT NEPRESIDENT

Mailing Address

City

State

Zip

253-820-9392<https://www.deschutesrugby.com/>OLYMPIAWA98616

Phone

Website

Email Address thor@deschutesrugby.com☐ Tourism Promotion/Marketing Activities ☐ Events/Festivals* ☐ Tourism-Related FacilitiesAmount Requested: \$ 10,000Total Project / Event Budget: \$ 75,000

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

Run 3 teams in a regular Rugby season from September to April**If an Event/Festival, complete the following:* ☐ New Event ☒ Annual Event for 2 number of yearshosts fundraising events/activities in Tumwatergames are played in LaceyAnnual Rugby Season

Name of Event/Festival

Location

Date of Event/Festival

<https://www.deschutesrugby.com>September to April 2022

Event/Festival Website (if different than above)

If an existing event, last year's date of event

CERTIFICATIONI hereby state on behalf of DESCHUTES RUGBY CLUB 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.

Thor A. Hoyte, President
Name and Title

Thor A. Hoyte
Signature (e-signature or original)

8/30/2023
Date

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

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

Deschutes Rugby Club runs multiple events that bring people to the City of Tumwater. It is important for the growth of our club to be active and visible within our community. Our community is our fan base and our future players and teams. The more we grow, the more revenue we bring to our community.

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 www.ci.tumwater.wa.us/LodgingTax.)

It will help with the expense of competition and other related event costs. The additional support will allow the club to create quality regional events that will grow the City of Tumwater as a destination.

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

N/A

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.

Deschutes Rugby Club is 100% volunteer run and has an active and invested board and membership, to help with our busy slate of community focused 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?

The City of Lacey supported us last year to the tune of \$22,500

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 for funding from the City of Lacey as our main playing field is in Lacey. In Lacey we bring regular notable revenue to local businesses from hosting game play. In Tumwater we have a well developed relationship with Chapman Cider and are working to cultivate additional relationships with Tumwater breweries/distilleries where we can host events to drive patronage to these partners. Our team's jerseys boldly display Chapman's logo front and center which provides advertising to hundreds of local, regional and out of state Rugby patrons, backed with exposure to the businesses product and location. This would be the case for all Tumwater business partners.

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?

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

Deschutes Rugby Club runs three adult sides that compete in matches and tournaments from around the WA, OR & States. These traveling teams and their fans will need a combination of food, beverages and accommodation. Alongside our competition matches we will be hosting the tri state finals which will have a minimum of 10 traveling squads welcomed to our area. We are also hosting our Geo-regions annual Hall of Fame dinner bringing together up to 300 individuals from around WA, OR & ID.

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

Deschutes Rugby Club is committed to being both active and visible in our community and have been very successful in drawing people to visit from the greater WA, OR & ID area and beyond.

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

It will allow us to maximize the reach and quality of the events we put on for our community. Rugby is one of the fastest growing sports in the U.S with a 10.7% increase in participation in the past two years ('21). The U.S will host the 2031 World Cup with Seattle hosting matches. The City of Tumwater is geographically positioned to exploit the growth of Rugby in the PNW.

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) Overall attendance	<u>2500</u>
b) Staying for the day only <i>and</i> traveling more than fifty miles or more one way from their place of residence or business	<u>10</u>
c) Number of participants in any of the above categories who will attend from out-of-state (includes other countries)	<u>200</u>
d) Staying overnight in paid accommodations away from their place of residence or business	<u>200</u>
e) Staying overnight in unpaid accommodations (e.g. with friends and family) <i>and</i> traveling fifty miles or more one way from their place of residence or business	<u>10</u>
f) Total number of paid lodging nights generated in Tumwater	<u>100</u>

g) Describe what methods you will use to determine attendance and to distinguish among the different visitor categories listed above. We partner with Experience Olympia (Jeff Rowe) to determine lodging nights and loading.

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

CITY OF TUMWATER
LODGING TAX APPLICATION – Funding Criteria

event/facility; specifically the information requested in question 10. **Submit a sample tracking form, if available.**

We track our events economic impact with the sheet attached (DRC economic impact sheet)

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

Deschutes Rugby Club will promote overnight stays in Tumwater via its website, social media, newsletter and through direct communications with our partners, sponsors and rugby network over the WA, OR and ID geor-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.

Deschutes Rugby Club has been traditionally very successful in attracting people and groups to our events. We work hard to communicate online (via our website, social media, email and newsletter) alongside directly engaging with a variety of our clubs and organizations for example the British American Business Association and PNW Rugby amongst others.

Rugby is a sport for the whole family, a community within a Community. Ensuring families who travel together know what is available for everyone in their unit is primary to ensuring player/family/fan satisfaction.

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 a volunteer organization and are continually fund raising so we can constantly grow and engage in our community. If we only partially funded our events would still happen as they are already planned out, only the scope and reach would potentially be affected.

15. List other organizations that you are partnered with for this special event, festival, or tourism-related facility.

PNW Rugby, British American Business Association, South Sound Assassins, Tacoma Rangers GAA, Rugby WA.

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.

Rugby is a highly visible, very popular and extremely competitive sport that naturally grows more interest and room for additional clubs within the local community. Supporting the growth of Deschutes encourages the formation of additional competitor clubs which in turn, draws additional fans and pulls in additional revenue within the local tourism industry. As rugby is one of the fastest growing sports, supporting Deschutes allows for the City of Tumwater to benefit as we grow not only our club, but as we inspire our local competition to grow as well.

This page will not be included with the completed application.

*This page is to demonstrate what the
Lodging Tax Advisory Committee
considers to help determine funding recommendations.*

REFERENCE SHEET OF PRIORITIES FOR LODGING TAX APPLICANTS

Will this proposal direct tourism specifically to Tumwater generating room nights?

Yes

Will this proposal direct tourism specifically to Tumwater generating day trips?

Yes

Does this proposal have the potential to extend lodging stays?

Yes

Does this proposal direct tourism to Tumwater during the slower travel season generating lodging stays year round?

Yes alot of our events are outside of traditional peak season

Does this proposal specifically promote the City of Tumwater by prominently mentioning Tumwater in marketing materials or other aspects of the project? For example, do their marketing tools (brochures, website, etc.) list Tumwater hotels and, if possible, link to the Tumwater hotel websites?

Yes

Does this proposal coordinate with other marketing programs for efficiency, diversity, and keep up with the trends/needs of promoting Tumwater?

Yes

Has this organization established a tracking mechanism to accurately quantify tourists staying overnight in Tumwater hotels?

Yes we have tracking mechanisms in place alongside working with the Olympia Sports Authority to track our impact

If a tourism agency, does this proposal equally represent Tumwater (compared to other jurisdictions) in recommending Tumwater hotels and activities?

Yes, for example several of our sponsors are located with the City of Tumwater and it is incredibly important that we are active and visible in the City.

Is this proposal an efficient, economical use of the funds?

Yes as a non profit organization we recycle all money back into the growth of the club and support of our community.

Does this application originate from a fiscally responsible organization?

Yes, Deschutes is a registered 501C3

Lodging Tax Budget Form

Lodging Tax Applicant:

Deschutes Rugby Club

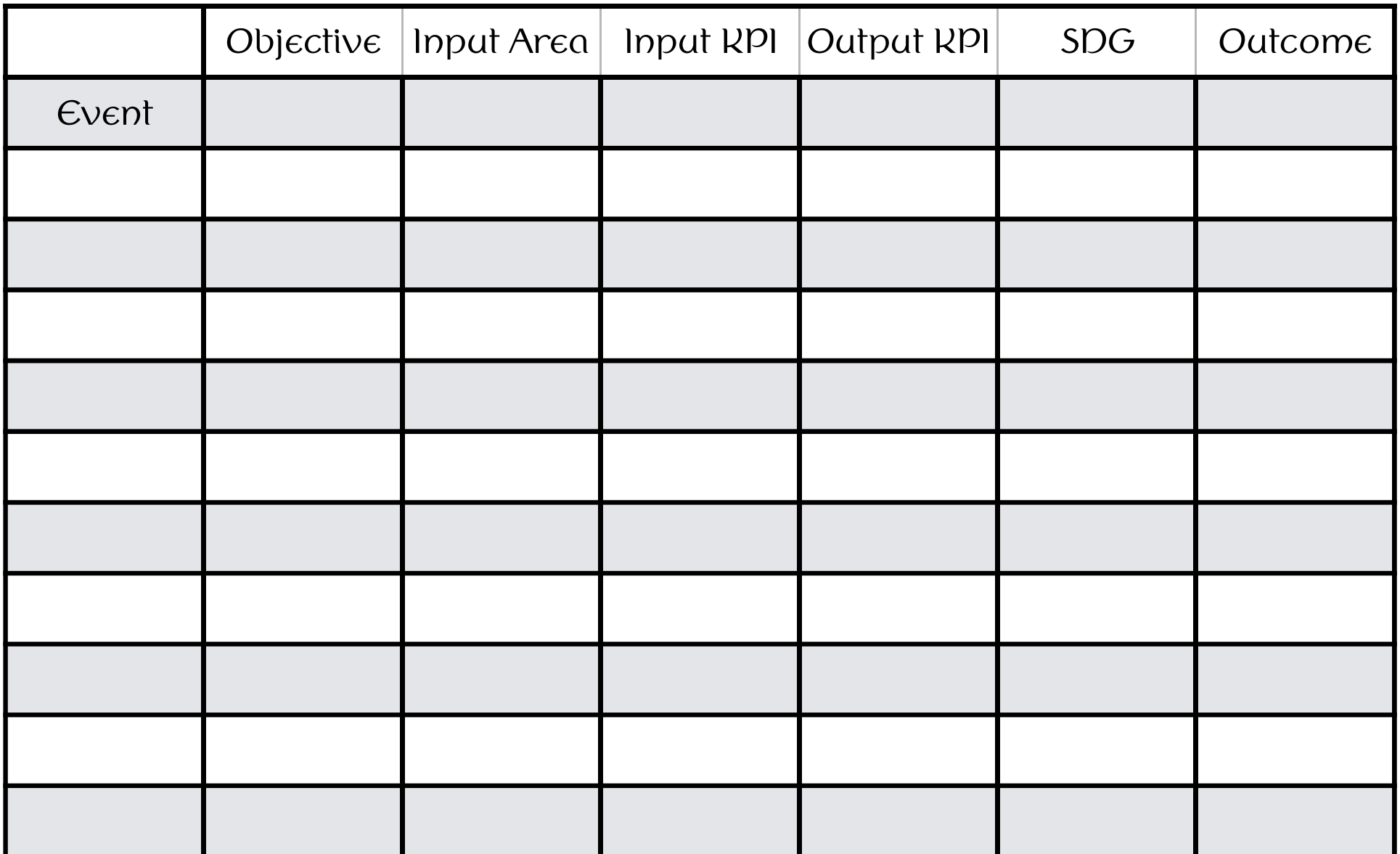
Specific to your Tourism-Related Facility, Tourism Promotion Activity, Special Event, or Festival, list the amount and status of funding for all sources from which you have already or intend to receive funds. Please include in-kind donations and funds received from admission fees if applicable.

PROJECTED REVENUE:

Source		Amount
Sponsorships:		\$25,000.00
Admission:		\$0.00
Reserves:		\$7,000.00
Donations/Contributions:		\$500.00
Grants:		\$5,000.00
Program Service Fees:		N/A
In-kind Donations:		\$2,000.00
Gift Shop:		N/A
Vendor Fees:		N/A
Fundraising Activities:		\$7,000.00
City of Lacey Lodging Tax:		\$22,500.00
City of Olympia Lodging Tax:		
City of Tumwater Lodging Tax:		
Thurston County Lodging Tax:		
Other Sources of Revenue: (please specify)	Mechandise sales	\$5,000.00
Other Source:		
Other Source:		
Other Source:		
TOTAL REVENUE:		\$74,000.00

PROJECTED EXPENSES:

Personnel: (salaries and benefits)		\$0.00
Administration: (utilities, phone, etc.)		\$5,000.00
Marketing and Promotion:		\$2,000.00
Professional / Consultant Fees:		\$0.00
Equipment:		\$9,500.00
Facility / Event Venue Rental:		\$13,500.00
Travel: (please specify)	Competition travel	\$23,000.00
All Other Expenses: (please specify)	Trainer	\$2,500.00
Other Expense:	Chiropractor	\$1,500.00
Other Expense:	Sports masseuse	\$1,500.00
Other Expense:		
TOTAL EXPENSES:		\$58,500.00
PROGRAM EXCESS (DEFICIT):		\$15,500.00



Deschutes Rugby Club Board

From: Justin Fitzpatrick <justin@deschutesrugby.com>
Sent: Wednesday, August 30, 2023 4:30 PM
To: Hanna Miles <HMiles@ci.tumwater.wa.us>
Cc: Thor Hoyte <thor@deschutesrugby.com>; Kat Santana <kat@deschutesrugby.com>
Subject: Re: LTAC

Hello Ms Miles

Please find attached the requested extra paperwork requested bylaws/articles (one document), PNL and a pitch date for your perusal. I have also reset the budget form as i noticed i had inadvertently added an extra zero to the equipment list, apologies for my mistake. i have made the adjustment. Unfortunately,

Our current board member are as follows;

Thor A. Hoyte - President
Justin M. Fitzpatrick - Vice President
Marcus Trufant - Board member
Aaron Toso - Board member
Chelsie Green - Club Secretary
Kat Santana - Board member
Jessie Simmons - Board member
Kelly Fujimoto - Board member
Rosa Delgado - Board member
Jay Zwirblis - Board member

INCOME AND EXPENSES

COMPANY NAME

Deschutes Rugby Club

STATEMENT REPORTING PERIOD

STARTING DATE

ENDING DATE

January 1 2023

to

08/31/2023

REVENUE

Including deductions for returns and discounts

Sales Revenue	\$	52,000.00
Other Revenue	\$	7,300.00
GROSS REVENUE	\$	59,300.00

COST OF GOODS SOLD

COGS	\$	1,500.00
TOTAL COGS	\$	1,500.00

GROSS PROFIT

Gross Revenue minus COGS

\$ 57,800.00

EXPENSES

Wages and Benefits	\$	-
Rent / Mortgage	\$	-
Fields rentals	\$	3,500.00
Travel	\$	15,700.00
Equipment	\$	12,000.00
Uniforms/kits	\$	15,300.00
Insurance	\$	50.00
Marketing	\$	2,000.00
Other Expenses	\$	5,500.00
TOTAL EXPENSES	\$	54,050.00

NET INCOME

Gross Profit minus Total Expenses

\$ 3,750.00

BYLAWS OF
DESCHUTES RUGBY CLUB

A Nonprofit in the State of Washington

ARTICLE I — NAME AND PURPOSE

Section 1: Name: The name of the organization shall be DESCHUTES RUGBY CLUB. It shall be a nonprofit organization incorporated under the laws of the State of Washington.

Section 2: Purpose: DESCHUTES RUGBY CLUB is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 3: 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 purposes set forth in Article Third 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 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: Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction 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.

ARTICLE II — MEMBERSHIP

Section 1 – Membership: Membership shall consist of the board of directors.

ARTICLE III — BOARD OF DIRECTORS

Section 1 - *Board role, size and compensation*: The board is responsible for overall policy and direction of the association, and delegates responsibility of day-to-day operations to the staff and committees. The board shall have up to 9, but not fewer than 5 members. The board receives no compensation other than reimbursement for reasonable and documented expenses.

Section 2 - *Terms*: All board members shall serve five-year terms and are eligible for re-election. There shall be no limit to the number of terms served by a board member.

Section 3 - *Meetings and notice*: The board shall meet at least quarterly, at an agreed upon time and place. An official board meeting requires that each board member have written notice at least three weeks in advance.

Section 4 - *Board elections*: During the second quarter of each fiscal year of the corporation (April through June), the board of directors shall elect directors to replace those whose terms will expire at the end of the fiscal year. This election shall take place during a regular meeting of the directors, called in accordance with the provisions of these bylaws.

Section 5 - *Election procedures*: New directors shall be elected by a majority of directors present at such a meeting, provided there is a quorum present. Directors so elected shall serve a term beginning on the first day of the third fiscal quarter (July).

Section 6 - *Quorum*: A quorum must be attended by at least fifty percent of board members for business transactions to take place and motions to pass.

Section 7 - *Officers and Duties*: There shall be four officers of the board, consisting of a chair, vice-chair, secretary and treasurer. Their duties are as follows:

The chair shall convene regularly scheduled board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: vice-chair, secretary, treasurer.

The vice-chair shall chair committees on special subjects as designated by the board.

The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained.

The treasurer shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the annual budget, help develop fundraising plans, make financial information available to board members and the public and ensure that appropriate financial records are maintained.

Section 8 - *Vacancies*: When a vacancy on the board exists mid-term, the secretary must receive nominations for new members from present board members three weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

Section 9 - *Resignation, termination and absences*: Resignation from the board must be in writing and received by all Directors, in one writing, copied to each Director. A board member shall be terminated from the board due to excess absences, meaning more than two unexcused absences from board meetings in a year. A board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 10 - *Special meetings*: Special meetings of the board shall be called upon the request of the chair, or one-third of the board. Notices of special meetings shall be sent out by the secretary to each board member at least three weeks in advance.

Section 11 - *Remote communication for meetings*: Any meeting of directors may be conducted solely by one or more means of remote communication through which all directors may participate in the meeting, if notice of the meeting is given as described in Section 3 and if the number participating is sufficient to constitute a quorum as described in Section 6. Remote communication includes but is not limited to telephone, video, the Internet, or such other means by which persons may communicate with each other on a substantially simultaneous basis. Participation in a meeting by any of the above-mentioned means constitutes attendance at a meeting.

Section 12 - *Action without a meeting*: Upon initiative of the board chair or Executive Committee, an action that may be taken at a regular or special meeting may be taken without a meeting if the secretary mails or electronically delivers a ballot to every director entitled to vote on the action. The ballot must set forth each proposed action and provide an opportunity to vote for or against each proposed action. Approval by ballot is valid only if the number of votes cast by ballot equals or exceeds the number of votes that would be required to approve the action at a meeting.

Section 13 - *Restrictions*. No director shall simultaneously hold a leadership role in another rugby club *except* if such club plays at the highest professional level of the country's sanctioned leagues.

ARTICLE IV — COMMITTEES

Section 1 - *Committee formation*: The board may create ad hoc committees as needed, such as fundraising, tournament organization, public relations, data collection, recruiting, merchandise, etc. The board chair appoints all committee chairs.

Section 2 - *Executive Committee*: The four officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors and is subject to the

direction and control of the full board. A quorum of the Executive Committee shall be 75 percent of the officers.

Section 3 - *Finance Committee*: The treasurer is the chair of the Finance Committee, which includes three other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public.

ARTICLE V — DIRECTOR AND STAFF

Section 1 - *Executive Director*: The executive director is hired by the board. The executive director has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The executive director will attend all board meetings, report on the progress of the organization, answer questions of the board members and carry out the duties described in the job description. The board can designate other duties as necessary.

ARTICLE VI – AMENDMENTS

Section 1 - *Amendments*: These bylaws may be amended, when necessary, by two-thirds majority of the full board of directors. Proposed amendments must be submitted to the secretary to be sent out with regular board announcements.

Certification

These bylaws were approved at a meeting of the board of directors by a two-thirds majority vote on January 20, 2022

Secretary CLM. SR Date 01/20/2022