

12-9-2021 Minutes HMC BOD Draft

Hiawatha Music Co-op Board of Directors meeting December 1st, 2021

Present: Julie Fassbender Lindquist, Susan Bertram, Ann Fisher, Candice Blackstone-Larson, Katrina Keough, Jenna Hartom, Josh Thompson, Jeff Krebs. **Absent Excused:** Melinda Britton

Agenda	
Approval of November 10, 2021 Board Minutes	Julie makes a motion to table November minutes until submitted. Katrina seconds. All in favor
Treasurer’s Report	<p>Hiawatha Music Co-op MCFCU Checking Balance for 12-9-2021 was \$32,974.13. The Savings account total is \$94,260.53. The new account added to MCFCU to hold the SVOG grant award totaled at \$59,027.70.</p> <p>The November 1, 2021 beginning balance for the SVOG funds was \$27,947.82.</p> <p>The HMC Portfolio value for 12-9-2021 is \$104,865.39.</p> <p>Katrina reminded the board that the new ED is now added to all accounts and the treasurer elected at the January board meeting will also need to be added to the accounts. Currently, Julie, Katrina, and Tammy have account access.</p> <p>Payments, deposits, and transfers were reviewed. Ann makes a motion to accept the Treasurer’s report for November and December 2021, subject to audit. Susan Bertram seconds. All are in favor.</p>
Old Business Rotary Luncheon Presentation	Katrina and Candice did attend the Rotary Luncheon and presented the latest updates and offerings of HMC, events, and the use of the Fold. It was well received.
New BOD Orientation - Sue B	2 new members will be oriented on Monday. Katrina (treasurer) Sue (VP), and Julie (President) will lead Staff Orientation will be held separate at 1 on this coming Monday
2022 Board Retreat	<p>No Board Retreat has been held since 2019. Retreat typically held in January. Julie suggests the same format as previous years- food catered and 1 day and one long break for lunch.</p> <p>Suggest one main speaker.</p> <p>Sue B recalled past was a Friday evening and Saturday morning.</p> <p>Many would like to look at one day.</p>

	<p>Agenda needs to be formed as a board Suggest to look at the strategic plan Doodle poll- Katrina will do Tammy ED suggested Victoria for speaker. Ann suggests we identify when victoria would be available. End of january? Feb? One topic: how to use Google.</p>
	<p>Signatories changed at CU - got Tammy on and Susan D off. Currently Julie, Katrina, and/or new treasurer.</p>
	<p>2022 Festival Gate changes - form committee to research with Tammy Tammy updated that no progress has been made. Today she is prepared to begin pulling together. She will go tomorrow to Mike Bath if there are going to be lots that are off limits as alternative to Jacobetti. NMU has not been paid for parking lots in the past. Then set a meeting up with small committee including gate people and security area coordinators to do meeting at HMC. Possibly ask Checker Cab for transportation between lots and into festival. Board concerned about cost - Tammy Candice suggests having a particular drop off parking lot. Asked about Enterprise as option Asked about having lots by dorms to be used to enter. In past ran bus, checker cab shortly, van with trailer. Reminder that this is a festival committee discussion</p>
	<p>Holiday basket update 4 baskets sold so far. Or can purchase a single item. Sue B needs a post per day to promote baskets as advertisement started late. Can we bring whatever baskets are left to sell at Lindsey Lou concert on December 19th with Kyle Tuttle. Tickets are here to sell. \$10 at Oredock or in HMC office. 7-9 on Sunday.</p>

	<p>Big thank you to Sue B for the basket creation</p>
	<p>TV Cabinet Update Sue B met with Jim Supanich to create the cabinet for the TV and a mount has been purchased - will have for retreat. Board voted for Jim to also finish it.</p>
	<p>Events recap Cosponsored event with Beaumier for the Metis Fiddlers Sail on Singers- nice outside crowd and very decorated for the sing along. Donated 750.00 donation at pay it forward Marquette Hall of Fame - Julie and Susan attended the Masonic Center Events Many Hiawatha members were in attendance and Susan D provided a hx of Hiawatha and circle of thanks to all in attendance at the Marquette Music Scene event. HMC feels very grateful to be included in their interests and hope to continue to also support them in their efforts.</p>
	<p>New Business Request by Susan Divine the BOD allow her to hire Chris to go over the SVOG for 2hrs or less at 50.00/hr and allocate that. Anne makes a motion, Sue B seconds. All in favor. Request from Rotary to rent the Fold- Tammy Rick Orr requested to use the office for the Marquette Rotary West are looking for somewhere to meet regularly for their lunch meetings at 12:00PM. Caterers would come in at 11 and bring in all items. HMC would be responsible for tables and chairs. Rotary would clean up. 3 hour rental estimated, at ? 3 times a month. Sue B recalled the intent to rent the space after hours and weekends. Concern for HMC to be responsible to set up as in the contract it is up to the renter. Concern for COVID. Suggested that we let them know HMC is interested but not sure if capable yet of offering this. ED suggested new committee for looking at the Fold - Julie identified that this is created when the Fold was established and will be revisited and assist ED in continuing the</p>

	conversations and look again at Fold purpose for retreat

Staff Covid update

Precautions will continue to be reviewed and masks are still required when in the office. Ann did reiterate that it is perfectly legal to ask someone if they are vaccinated and if so choose, HMC is allowed to ask them to not enter.

Katrina will send the infographic to the schools and CDC provided. Then have the attorney approve any policy changes.

Fold Covid policy updates

SVOG grants update

HMC were awarded an additional 59,002.88 and confirmed in the SVOG account. There will be more of the

\$12,500 MCACA grant funds allocated but not all expended as they were waiting to see when we would get the final amount to HMC which is \$1,875.00

Already Okd for purchase of 6k for 5800 identified and trailer was scoped out and HMC gives him the approval to do what needs to be done. BOD requires insurance be placed on the trailer. Tammy will take care of with Gauthier.

ADA compliance for the office

Tammy and someone will make this space more compliant in the immediate. The application for ADA can be on how we operate at the festival. Ex: could add ADA language in advertising, others could be in the Fold bathrooms. Or suggested a post advertising ADA compliance or sign language. HMC will work on this.

Ann and David volunteer to create a committee for ADA compliance. Tammy will forward the 34 page document.

Executive Committee will reiterate the retirement package for Festival to the former ED.

Add Committee Reports

Fundraising and membership have a meeting for website, memberships, choices to have, using square, how to acknowledge at certain giving levels. Going to have a name for a monthly giving program and do add incentives in addition to membership. Particularly those that are not local but happy to support us.

Anne makes a motion to activate a donate button on HMC Facebook page as it does not have any card fees. Discussion continues. Candice seconds. All in favor. Community input-is it a possibility to add a box to provide additional information.

Ambassador committee will be kicked back up in January.

A grateful goodbye to Joshua Thompson. Josh will continue to organize Festival Workshop.

Executive Director's Report

Office furniture rearrangement

The Switch to Square

Have had some hiccups the CEO of Twitter will now be the CEO of Square. All non physical items must also be physical. If a physical item, fulfillment, shipping, and must make a no shipping cost. You must assign these things.

Online store that were imported from POS are no longer showing up in POS on iPad. Still keeping an accurate account of inventory.

Suggest to take out the majority of items currently in POS out of order for those that we don't have a count on as a specific item.

Website changes

Committee/ MyWebMaestro suggested exchanging logo slide show for picture slide show.

Much needs to be converted into webbuilder format for Webmaestro. Nathan would like to reorganize. Tammy asked if some people would be a taskforce to look at website. Lisa and Lauren and Heather will be pulled in and Ann can be the board representation. Ask for BOD to find similar sites.

Ann asked about the metrics for the webpage. Wordpress does also have some insights. Tammy will try to pull that.

Festival updates

Beginning in January ED will begin moving through tasks. Then set board meeting days each month then will follow with scheduling Festival Meetings.

Text reminder options

ED met with ED's at the crib and talked about text reminder options. Many used remind which had been suggested in past.

Article in newsletter about exploring using Remind to get reminders for events.

Using Survey Monkey and capture phone number if they check yes.

Tammy and Heather will discuss further and then will bring to board again.

January 7th is deadline for newsletter

Help with posters

Candice has a google spreadsheet to sign up to bring posters

ED meeting mentioned Yoopers United gets 1000 people a week looking for opportunities.

Board Binders

Bimonthly newsletter until May

Suggest to lessen amount of newsletters going out to focus on getting out donation letters and other membership letters.

Combined Jan feb, Combined may june July. Heather said as long as we are promoting events in other ways then we will get all needed.

Jenna suggests quarterly instead of Monthly as long as all other events are hit as single events.

Google calendar-

Portable speaker purchase- with new SVOG money to explore a portable speaker. BOD requests that Jeff pulls together a proposal for using SVOG funds.

Alternative seating for the Fold- requesting to get better chairs for Fold. Explore better chairs- low on priority- revisit august september.

Approval of sweatshirt as a gift to Lauren

Ann motion Julie seconded. All in favor.

New laptop for LATF / Lisa

Can SVOG money be used for this for live recordings at the fold. There is a special port. Higher processor (looking at 1300). Ann suggests consulting with Jeff on Mac. They will bring numbers.

Ann makes motion adjourn. Katrina seconds. Julie gives thanks again to outgoing board member Josh Thompson. Adjourned 12-9-2021 8:30 PM

Consent Agenda

11-24-21 Vote to switch to Square. Passed, 7 yeas (Ann, Melinda, Sue, Katrina, Jeff, Jenna, Julie, and 2 (Josh, Candice) no replies

11-21-21 Vote to have Jim Supanich build a TV wall cabinet for \$475.00. Passed 6 yeas (Ann, Melinda, Sue, Katrina, Jeff, Julie), and 3 (Josh, Jenna, Candice), no replies

11-19-21 Vote to preapprove up to \$6,000. For Lee O. to purchase a storage trailer. Passed 8 yeas (Ann, Melinda, Sue, **Katrina**, Jeff, Josh, Jenna Candice, Julie), 1 (Katrina) no reply

12-1-21 Vote to:

1) approve the SVOG supplemental funds budget as reported in her earlier email from S.D.

2). approve the SVOG balance transfer of \$27,923.00 from Savings to Checking as requested by S.D. in her earlier email. Passed 7 yeas (Ann, Sue, Jenna, Jeff, Candice, Melinda, Josh), 2 no reply Katrina and Julie

12-6-21 Vote to approve Susan's request to transfer these (59,000+) funds to the #200 SVOG savings account. Passed 6 yeas (Ann, Melinda, Sue, Jenna, Jeff, Julie) 3 no reply (Katrina, Josh, Candice)

12-8-21 Vote to approve contract created for Susan to complete the SVOG funds administration, and Festival training for Tammy. Passed 8 yeas (Ann, Melinda, Sue, Katrina, Jeff, Katrina, Jenna Candice, Julie), 1 (Josh) no reply