

# Hiawatha Music Co-op Board Meeting Meeting Minutes May 4, 2022

**PRESENT:** Julie Foster-Lindquist, Susan Bertram, Katrina Keough (excused), Melinda Britton, Jeff Krebs, Candice Blackstone-Larson, Ann Fisher, Jenna Hartom (excused), David Wood, Dan Truckey, Executive Director, Susan Divine, Incoming Executive Director Terri Bocklund(via Zoom).

**GUEST:** Jesse Ossenheimer, Festival Area Coordinator attended meeting regarding electrical sounds for Festival. Jesse is present to discuss electrical issues with Festival sound engineer requests.

Currently Jim Supanich– Sombrero Sound is using the Distro Box we co-own with them Doug Lohman with Armadillo Sound – cc'd on an email about flying (elevated) an electrical cord in the air? Absolutely not, per MQT electrician. Proposed two options

1. GFCI protect the cords and the ? to see if it trips
2. build a panel for Doug to use, that then we can rent out. Similar to the panel that we've already built that Jim uses. About 10 circuits, 100 amp, 100-150 feet of cords
3. Doug reports that his equipment won't work with GFCI
4. ongoing issue with sound technicians and use of GFCI

**Makes a motion** to have Susan & Jesse move forward with researching to buy parts to build an additional panel, for up to \$3,000. Susan Bertram seconds. All in favor.

**REVIEW OF APRIL MINUTES:** Ann makes a motion to accept the minutes with the addition. Melinda seconds. All in favor.

**FINANCIAL REPORT:** Melinda Britton, Treasurer  
MCFCU Checking: \$30,631.96  
MCFCU Savings \$88,886.44  
MCFCU Account: Shuttered Venue \$44,242.63  
Bell Financial Investment 360 Portfolio: \$91,761.02  
Financial Report approved, subject to audit.

Susan needs to move some funds from checking to MCACA savings and SVOG funds to checking. SVOG \$10,661 spent in April, need to move funds to cover expenses.

**Motion** to approve transfer of \$10,661 from SVOG savings to checking and \$2,780 from checking to savings for MCACA expenditures in June and July. Motion: Ann moved, Dan seconds. All in favor.

## **OLD BUSINESS:**

### 1. Office Cleaning:

Was scheduled for Friday at 10am. Needs to be rescheduled, will need at least 4 people. Clean the bathrooms. Mop the floor and clean the kitchen. Would like to have a work bee to clean the outside. Melinda brought up the idea to make cleaning the offices as a Monitor position to the Festival.

### 2. SVOG Update: Susan

Out of the 10k, \$4,362 went to personnel. \$3,000 left in that line item. Will use the rest in May

In June MCAC money will also fund payroll in June

Equipment bought the office chairs, and trays. Bought feet for the chairs so they slide on the floor so they don't scratch. Bought casters for the couch.

Sent \$575 for contracts at Baby bear, production of HotapP and performer fee.

\$900 on rent, \$400 on utilities.

Bought festival wristbands and camping tags.

Administrative licenses pay zoom, amazon and quick books.

\$2,500 towards insurance.

\$1,113 was for computer and warranty

\$1,915 in Capital expenses

On expenditures on schedule to have all SVOG funds spent by June 30<sup>th</sup>.

### 3. COVID Policy Update / CDC

Masks are still optional. Continue to watch state/local recommendations.

## **NEW BUSINESS:**

1. Salesforce – Katrina N/A

2. New ED Meet & Greet, May 23<sup>rd</sup> @ 630pm here at the office.

3. Festival Updates – Susan

- a. Electrical Updates: contracted with JP Electrical to update the current panel
- b. Open Coordinator Positions
  - i. Still looking for CARE Team (12 people possibly), Raffle, Electrician
- c. Stripe and Square challenges
  - i. Spent half a day updating the ticket order form for our website to get online orders to go to our Square account. Bottom line is we have to redesign the entire online order form for tickets, ads, etc. Got Nathan involved. End result we don't have redesign the form.
- d. Bypass and Lottery updates
  - i. Over 200 Lottery apps received, all Bypass and Lottery assignments done this Fri.
- e. Marketing, posters, rack-cards
  - i. For businesses that anyone can drop them off, we have 1,000 of the rack-cards
  - ii. Talking to TV6 for possibly doing some marketing, our expense will be \$1,200 and they will match it and produce it for us, in addition to ads on the websites, as well as some 10sec ads on the TV
  - iii. Marquette Monthly did an article based on the press release
  - iv. Susan D. a Public Radio interview this morning, TV 10 a few weeks ago, will be doing some more in the next few months
- f. Map revisions, traffic, engineer office meeting
  - i. Concerns are pedestrian safety to keep the foot traffic off of 550, signs will be ESSENTIAL. Susan and Traffic team and Security Team to meet with the City Engineer, City Police to see what they will allow. NMU Public Safety parking lot and parking lot 14 will be the overflow. Kaufman does not have lines. Traffic team will need to organize the parking lot
- g. Pedestrian walking path lighting needs
  - i. Walking path and bridge will be lit.

## **DIRECTOR'S REPORT:**

MACC 2023 Grant – Susan D and Heather Picotte are working on it, due June 1st.  
Computers – new computer is up and running, old computer is working for Bri.

## **COMMITTEE REPORTS:**

1. Fundraising Committee: No updates.
2. Concert / Event Committee: Our Art Week concert won't be in the band shell because it's under construction, so we might be using our new stage that we were gifted. Need to gather a group to work with Gayle Lajoie on the stage set up. Jeff and Melinda got together to discuss Children's Programming. A monthly series possibly here at The Fold. Concerts, kids open mic, meet the instruments, song writing workshop, Hiawatha Sprouts or Seedlings. Could probably kick it off in the Fall use local musicians. When we got into the schools we can give them flyers or rack-cards to take home. Lots of new families were at the Kids HOTAAP and were asking if there were going to be more kids concerts.
3. Membership: No report

Late additions minutes:

We usually pick a few people from Festival to recognize them as awesome volunteers. Susan recommends we recognize the numerous retiring Area Coordinator and Monitors this year instead of picking a volunteer of the year.

Motion to adjourn: 8:11 PM

Respectfully Submitted,  
Candice Blackstone-Larson