

Hiawatha Music Co-op  
Meeting Minutes  
12-5-2018

Present: John Gilette, Susan Divine, Susan Bertram, J. Pearl Taylor, Lee Ossenheimer, Erin Leahy Putvin, Michael Reed, David Sprouse, Jose' Garcia, Josh Thompson, guest, incoming board member, Jeff Krebs.

Jose' moved to accept the minutes from November. Michael seconded the motion. Minutes accepted.

Treasurer's Report – Jose'

**Savings:** \$28,427.24

**Checking:** \$9,884.80 **Total:** \$38,312.04

**Bell Financial:** \$74,429.06

Erin moved to accept the Treasurer's Report subject to audit. Susan B. seconded the motion. Treasurer's Report accepted.

Old Business

- 2019 Music Committee – contract language re: acoustics, second stage sound.  
Music committee did not meet. Confirmed one band. Still in idea phase as far as the main stage schedule goes. Develop language on the selection process for Children's Area and Teen Scene. Josh moved to approve main stage festival contract. Jose' seconded. Motion approved.
- Electrical issues: Jon Swenson was pleased with the suggestions and ideas offered by HMC representatives and positive about the tourist park pavilion. Paul Strick, Susan D, and Michael will meet with Jon Swenson and hopefully get some of the changes in the city master plan.
- Draft Letter to Lake Superior Community Partnership presented and reviewed.
- Support for Community Sing – Colton Ortt, Phil Watts, Corinne Rockow, and Carolyn Provencher will offer support for monthly "Community Sing" to be offered at the HMC office. The board would like to let the group organize itself for monthly jams. HMC will promote the jams and sings so that we can start getting a return on some level for the money spent hosting.
- Office store and open dates/advertising. Erin will work on the new Facebook shop. Will be promoting on Facebook and Instagram. Many ideas for advertisement. Much discussion. Develop a promotions committee. People suggested for this committee by the board: Doug Kitchel, Justin Carlson, Melinda Britton, Candice Blackstone.

Director's Report

Thanks to Sue B for all her hard work getting our merchandise set up in the office!

Thanks to Michael, Pat Burke, Fred Rydholm, Jeff for helping switch the storage rooms around!

Thanks to Jeff for finding us a really inexpensive lock up for the office!

FYI

- New Green Team trailer is now stored next to the large brown trailer at Dead River Storage
- Office ceiling has been repaired.
- ED attended Superior Health Foundation mini grant event with Bd President.
- Office hours for December – ED slightly over approved hours, office open Dec 3,4,5,6, 10, 11, 12, hope to close office December 18-19, and 25-26, will pick up mail, check emails, but no official office hours. January hours will begin Tuesday/Wednesday 10-5 after New Years.
- Employee eval – ED completed eval of ¼ staff.
- GLCYD meeting with consultant Victoria. Reviewed website google analytics; recommend development of Promotions Committee; reviewed content of schedule page; changes made to events/HMC events page; changed Membership page to "join" online; criteria for success of social marketing- #hits/have more hits; Giving Tuesday opportunity; collaborate with Mqt Music Scene more
- Community opportunity with arts community members to research and identify performance space needs. Does Board want ED to spend time pursuing this? Tiina Harris is working with a group of artists on a Arts Masterplan. Looking for a small to medium performing arts venue. Possibly looking at creating an arts venue designed like the Ampersand co-working stations, only geared toward the arts. The group is eyeing up Valle's Market. It seems worth HMC being involved in the discussion phase to help with input and guidelines. Michael will be attending on an individual level (not representing HMC). Susan D feels it's a worthy interest, but it's not likely to be a good use of time for ED.
- Operating Systems
  - bid on new Apple Computer \$10999.99; Protection plan 3yr/\$169; Microsoft Office - \$100/2 computers. Jose' moved that Susan may spend up to \$1400 out of savings on a new Apple computer and accessories.

- Erin seconded. Motion passed.
- Data Mgmt options – Sign Up Genius/volunteers; Square/Festival Ticket Sales; Green Light/Membership vs. Excel. Currently, looking into Excel app. at \$40/om.
- Policy Book

#### New Business

- Office use – Tamama Dance Company: The board discussed Tamama's interest in using the HMC office for weekly practice.. Michael moved to offer the HMC space to the Tamama Dance Company for \$20 a session for non-members and \$15/session to non-members. This is a special consideration for this group. Josh seconded the motion. After discussion, Lee moved to offer the HMC space to the Tamama Dance Company for \$25 a session for non-members and \$20/session to non-members. Susan B. seconded the motion. Motion passed with 7 yea, 1 nay, and one abstain. This is a special consideration for this group, only.
- Giving Tuesday campaign for money for Fun With Ukuleles campaign results: Sold one t-shirt. Need to decide where to donate the ukes. On Giving Tuesday able to bring in \$520 with matching donations. Michael moved to take \$520 to purchase and donate ukuleles to a local school (school to be later determined). John seconded the motion. Motion passed.
- NMU Archive – Marcus Robyns wants to meet with Board regarding digitizing the reels.
- Festival
  - Teen Scene band submission from Monitor- Way Down Wanderers: Double check to make sure that there is not a booking that is the same weekend as the festival.
  - Monitors/AC – Membership status- how to communicate? Will be drafting a letter to all Monitors and Area Coordinators.
- Budget Draft for 2019: Current projected budget in the red. Looking for ways to change. Push memberships. Jose' moved to accept the projected budget. Susan B. seconded the motion. Motion passed.
- Check signing approval – ED request approval to sign rent check each month that is over the \$500 check signing limit. Susan D. is looking into direct pay options. Erin moved to allow Susan D. to write/sign rent checks for HMC. Michael seconded the motion. Motion passed.
- Add personnel policies and retention policies to retreat agenda.

#### Committee Reports

- Fundraising –
  - Ask letter for HoTAAP sponsorship
- Concert/Events –Have HoTAAP performers tell about traditional music roots, when appropriate.
- Membership – Renewal reminders sent – 42 Lifetime, 65 2016/2017 renewal notices. One lifetime member renewed from this effort, at this point.

Consent Agenda – The following Board actions were put to vote via electronic vote since the last Board meeting:

Board Action 11/19/18 –Request from Troy Graham for Empty Bottle String Band for Teen Scene – 6 yea, 0 nay, 4 n/a

Board Action 11/26/18 – Request from Troy Graham for The John's for Teen Scene – 5 yea, 1 nay, 1 abstain.

Board Action 11/13/18 - Request from Executive Director for participation in Giving Tuesday with donations going to a Fun with Ukulele campaign 7 yea 0 nay, 3 n/a

Board Action 11/15/18 – Request from Marquette Music Scene for donation to the Marquette Music Hall of Fame event, requesting Festival ticket voucher for silent auction. 7 yea, 0 nay, 3 n/a

Susan B. moved to adjourn at 7:45pm. Jose' seconded. Meeting adjourned.

-Minutes respectfully submitted by Erin Leahy Putvin on 1-17-2019