

Hiawatha Music Co-op
Board Meeting Minutes
10-3-2018

Present: David Sprouse, Jose' Garcia, Katrina Keough, Susan Bertram, Susan Divine, Josh Thompson, John Gillette, J. Pearl Taylor, Erin Leahy Putvin, Michael Reed (via FaceTime), and Victoria Leonhardt (guest)

Absent: Lee Ossenheimer

Victoria Leonhardt: GLYCD

Guest – Victoria Leonhardt, Grow & Lead -Community, Youth Development- Focus Group report and summary:
About half of the information was reviewed by the board and Victoria. She will return to review the rest of the information. She will be meeting at the Hiawatha office next Wednesday at 1pm. All board members welcome. (I was not present for most of this review due to Casimir's cross-country meet. Any details are welcome and I can add before the minutes are accepted)

Josh moved to accept the minutes from September. Susan B. seconded the motion. Minutes from September accepted.

Treasurer's Report
Tabled

Old Business

- Update on Board Strategic Plan – Katrina
- Review of Si Kahn event and Open House: Si Kahn event went well. People really enjoyed but some people voiced that they would have liked to have played their instruments more. Open House was a success.

Directors Report

Big thanks to Lee for getting the kitchen counters/cabinets and sink up and running! The extra kitchen counter was put on the local marketplace and someone came and picked it up.

Big thanks to Sue and Erin for coming in and cleaning the office and getting it spruced up for the Open House.

- Request reimbursement of dinner items for Board Meeting \$25.20, and dinner for Si Kahn and myself on 9/13/18 at Vangos \$34.16 for total of \$59.36. Katrina moved that Susan D. be reimburse for board meeting dinner items \$25.20, and dinner for Si Kahn and Susan D on 9/13/18 at Vangos \$34.16 for total of \$59.36. Jose' seconded the motion. Motion carried.
- Office general – Ceiling was fixed on 9/20/18. Steve St Onge is our landlord Michelle Butler's maintenance person. He examined the roof and relayed that there are many squares of rubber that are loosened and need to be repaired. He was going to report this to Michelle. He repaired the ceiling squares above where we had the leaks. HMC appreciated that the repair happened quickly.
- Email troubles over the past 2 weeks has been fixed thanks to Nathan Lyle.
- Jeff was helpful in getting a remote sign in for me for having access to all items on the computer from a remote sign in. Some limitations were noted in the ability to produce new documents in word doc. but all files were accessible to me.
- We have investigated the possibility of moving our phone and internet services to AT&T, and discovered that they don't service our building, so we will have to stay at the Charter/Spectrum rate of \$144.97 for now.
- LSCP – new staff, Sarah Sands met with me regarding updated information for the Economic Impact Study. Results are pending.
- GLCYD – met with Victoria Leonhardt regarding Hiawatha marketing for Festival and events. Analysis of print ads and zip codes reveal which print ads are beneficial and which aren't. Research shows posters still relevant marketing tool, but target specific venues – library, Laundromats, coffee shops, NMU, hotels, welcome centers. Discussed media rebranding with addition of a more updated logo to use in addition to current one. Print ads far less productive than expected. Increased branding recommended.

New Business

- Maggie Morgan is requesting a donation on the behalf of the Women's Center. Katrina moved to donate two festival tickets, two steins, and two t-shirts. Erin seconded the motion. Motion carried.
- Purpose, vision, mission, values, measures: Looking to identify the most beneficial programs and organizations with which to be involved. Katrina presented a "donation request form" to review. Add deadline to form (suggested two weeks in advance of the event).
- Need to identify criterion for events that we are not hosting. Katrina will write up a document for board review.
- Festival
 - 2019 Festival performer budget for Main, Children's, Teen, Tween
 - Main Stage will have a \$42,000 budget for 2019
 - Teen Area will have a \$3,000 budget for 2019

- Tween Area will have a \$400 budget
- (did not record a number, here, but assuming it's \$3000 or \$2000
 - Josh moved for budgets declared above for 2019. Susan B. seconded. Motion passed.
 - There is no current system in place for guiding the Area Coordinators in any of these areas (as far as music selection goes). It was recommended that the board look into creating a review protocol on the music selections in both the Teen and Children's Area before selections are finalized.
- Budget forecasting for 2019 and 2020: Susan D. reviewed the projections for income. The projections are conservative. She is requesting a second set of eyes on the budget.
- 2019 Board Retreat planning
 - Review/design/create board member expectation
 - Review strategic plan
- Annual Meeting plans – assignments for food: Received a \$100 gift card from Meijer Susan B, Susan D and Lee decided to purchase meat for the main meal. The rest will be potluck. 50-80 people expected.

Committee Reports

- Fundraising –
 - Neg/Ish Comm. Foundation grant applied for 9/13/18 for April Yooper Uke Week in the amount of \$3,000.
 - Meijer Donation Request filed 9/20/18 for November Members Meeting in the amount of \$500/gift card. \$100 gift card received.
- Concert/Events:
 - Midwinter Fest: HMC will pay no money for venue. Beaumier is paying for bulk. Organizations will split profits and the extra profit will be put into savings by Dan Truckey.
- Marquette City Parks Consultant:
 - Susan B. is requesting input on what HMC needs at Tourist Park for the fresival (examples include: electrical upgrades, water, sewer, more fire pits, more camping).
- Membership:
 - The membership committee is using the Square to keep track of all purchases and membership information.
 - The new window clings will be in by the Annual Meeting.
 - Katrina reports that this committee is ahead of schedule. Jeff has been working hard on this committee.

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

Board Action – Request from Troy Graham for Hiawatha funds to support an event with Dead Pigeons and Kerry Yost at the Vierling, costume party in October- 0 yeas, 8 nays, 2 n/a.

Erin moved to adjourn at 7:47pm. Josh seconded. Meeting adjourned.

Minutes respectfully submitted by Erin Leahy Putvin on 11/6/2018