

Hiawatha Music Co-op Board of Directors Meeting Minutes

May 12th, 2021 6:30 PM at the Hiawatha Music Co-op Office

Present: Katrina Keough, Julie Foster-Lindquist, Susan Bertram, Ann Fisher, Jenna Hartom, Melinda Britton, Candice Blackstone-Larson, Jeff Krebs, ED Susan Divine. Absent: Josh Thompson, Bobby Glenn Brown.

Review of Minutes: April 2021 Board of Director Minutes are reviewed by the board. Melinda makes a motion to accept. Jeff seconds. All in favor.

Treasurer's report - Katrina Keough

MCFCU Savings: Available balance of \$72,635.57

MCFCU Checking: Available balance of \$16,019.02. Total Banking Account balance of \$88,659.59. Bell Invest360 Account balance of \$101,388.09. Deposits, Payments, reviewed. There were no transfers since last Board Meeting.

Ann moved to accept subject to audit, Jenna Seconded. All in favor.

LATF update – Susan Bertram

This week on LATF is Annie and Rod Capps with Jason Dennie. Susan B sent out their HMC Tshirts and thanks you cards .Meeting on Tuesday talked wrapping up with end of season open mic. Blackrocks is considering hosting outside as a venue. Susan B. will gauge interest for open mic performers via email. Streaming may be possible at Blackrocks. Jeff commented on level of crowd noise when attempted last streaming there. Also concerns about the use of cellular internet instead of wifi and suggested that it may be

more likely to work in the Fold. Slated for June 3rd for a one hour - 2 song per performer - set.

LATF financial \$11,588 in donations since January and paid out in donations \$4,525.00. Net is \$7,063 and 3 more payments coming. Reiterated stopping at end of May and continue Sept or Oct. Looking to see if we can then do it live again. One live event and other virtual events suggested.

Events - Susan Bertram

Master Concert and Workshops

Have ability to do a Master Artist concert with Beaumier U.P. Heritage Center at NMU with Mati fiddlers- Estimated cost at \$2,500 and Beaumier has requested \$500 from HMC and do concert and run workshops. Still in October, at NMU, concert ticketed event.

Additional Discussion: Have split the profits in the past and have charged for workshops in the past.

Motion made by Sue B to, Ann seconded. Melinda requests to understand more about location and past concerts done. Sue B provided past Master Musician efforts and purpose of concerts. Susan D confirmed should the Board vote to support with \$500 and recover half of it, we should be in good standing financially. Discussion complete. Board votes all in favor to support this event with \$500.

Jams and Events at the Fold

Jams and live events will continue to be on hold until the fall depending on COVID-19 infection levels at that time. HMC will participate in Marquette's Music On Third event for Aug and Sept. It is completely a volunteer performance. The Knockabouts will perform in August. Still in need of a September group. Good promotion of the arts and the city. Jeff Krebs added Yooptone is hoping to do a couple shows for Art Week.

Art Week 2021

Art week will be June 21 with HMC is the opening act for Art Week. Start at 6:00pm with Who Dat Brass at \$300, Union Suits from 7-8pm at \$500, and Jive Trio at \$1000. Total of \$1800 support for the event. \$1000 of support to HMC coming from the city and additional \$500 from Travel Marquette, balance from Hiawatha as well as volunteers to help at the event and marketing/Promotion. Additionally, Jim Supanich will be doing sound all week for City. Sue B needs assistance in getting 2 food trucks to set up there OR talking to downtown restaurants to put together special to go boxes to bring down for 5/530-800 Monday night. Melinda will ask Burger Bus owner to respond to Sue's call. Smelted? Tristan will ask them. Doug Kitchel will do cut out of ukes and Gene Bertram will assist kids in designing them during the Marquette Commons gathering. HMC will have a table with info on Virtual Festival and 2021 t-shirts. Will meet this week to talk with Frank Youngman about kids parade. The small area at commons for kids making instruments 1030-1230p learn songs and loop around the park. Michael Bradford with Fringe has really taken it forward. Our artists are all in town other than Jive who are camping. VOLUNTEERS NEEDED 5:00-8:30 AND SET UP PEOPLE. AND PEOPLE TO HELP WITH KIDS. EMAIL SUE B ON TIMES YOU OR FRIENDS WILL BE AVAILABLE FOR SET UP OR

TAKE DOWN. JUST JUNE 21ST. Candice and Melinda will sit 5:30-6:30 PM, Jenna can start at 6:30-7:30 with Ann. Susan will send out reminders and additional requests.
Spring Newsletter coming out soon per Susan D.

Virtual Fest Update:

- Contracts-Hired Jacob and Scott Lawrence Upper Productions through MI Economic development center and had grant money for people to do promo of business. HMC received \$2,250 from SBDC/UP to production of the festival. \$7250 total cost before the grant assistance and still have \$3000 of grant funds for marketing.
- Melinda asked if Scott could do SEO and internet promotion so they would show up on the website as part of the funding so it could get promoted. Susan D confirmed that is the plan happening. Scott is artistic designer and do pre-recording and sending to technical producer Jacob.
- We will need to monitor the comments on the Festival-we need to do one to two hour blocks. Protocol will be developed to make sure no one is spamming during the event etc. We got logo out yesterday and working on press release. We are going to do main streaming on Crowd Cast at \$170/mo and will have for May, June, and July and paid out of grant money. Streaming will also occur via Facebook and YouTube page.
- Request into City that we spend some funding on bandwidth improvements at Tourist Park. Answer is forthcoming.
- Contracts are coming back in from performers. Susan needs a description from Jeff on what he was going to do for kids' performance. 12-15 kids needed for the kids special members with Hiawatha shirts on the 26th of May about 7-8pm. Shown on weekend of Festival on Saturday morning.
- Bands are: Zoe Speaks closing Friday, Don Flemons, Zoe Speaks, Bruce Molsky, Whitetop Mountain band, Eagle Spirit Dancers, Troy Graham Chicago Farmer, Jeff Krebs, Frank Youngman, Sweet Water Warblers, Dig Deep closing Saturday night for the teen feel. DONATIONS ACCEPTED.
- All grants will be part of the spots and logos on all publicity, MCAC, Arts Midwest, then Stages Survival grant through SBA.
- Kids' parade: Sue B and Julie working with Mike and Jen Tapolcai for instrument making kits to pick up ahead of time, Frank will put out blurb for teaching them the Pickle Song. And will do and put together in a VidHug and streamed during the Festival. Callie will pull together the Vid Hug to give to our producer. Kits will be free.

ED Search Team Update - ED contract - Julie

- Email was sent to Board for the draft of the current ED contract. Julie read modifications suggested by Marybeth. All agree with recommendations from Marybeth. Candice added that a contract terminating must pay out sick time that is not used. Vacation and personal time are fringe benefits. Susan D mentions that there isn't anything in the contract regarding overtime. Is the position exempt? Ann recommended any overtime must be approved first. Julie will request Marybeth advise us. Discussion on position of HMC Director vs Festival organizer. Contractor for an event you can be paid a flat fee regardless of hours. Further discussion will be considered at a later time.

Candice mentioned confidentiality clause enforced for 5 years after contract ends? Ann said it had been longer but it got cut down to 5. Non-disclosure agreement typically 1-2 Max. Consensus is to keep it at 5.

Motion - Melinda makes a motion to accept changes and suggestions posed by Marybeth, HMC lawyer on the executive director contract draft and to request exempt versus non exempt information. Jeff Seconds. All in favor. Motion passes.

New Business -Request submitted to HMC to use electrical equipment at Tourist Park. Susan D discussed past costs to make electrical infrastructure safe and suitable for Festival. \$20,000 in past 5 years to improve it. Board has historically declined requests for use of electrical equipment prior to the large upgrades to the panels. A Group familiar with HMC has requested to use the panels at the park and are willing to sign a waiver and hire their own electrician to hook things up. Paul Strick, HMC Festival Electrical Coordinator has not responded to our request for input. Susan D suggests walking forward to resolve unanswered questions. Questions from Board include, rent, costs from BLP, and time frame required for any repairs. Paul or Gary will need to ensure that other issues hadn't occurred spontaneously that would affect working order. Suggesting to run contract by

Marybeth and something about not responsible participants or users. Willing to move forward if clear contract in place.

Motion -Ann moves we authorize Susan D to proceed into an agreement that meets our concerns to successfully contract out our panels with input from HMC electricians and lawyer. Jeff seconds. All in favor. Motion carries.

Fundraising Policy Revision-Ann -Reworking of old policy to add recommendations and reorganize language. Biggest change is goals from strategic plan, ethics are standard, fiscally sound investments, mission and values considered when seeking or accepting money. Then breaking down who gives what. New is members of Board are expected to be annual donors within their personal abilities. Legacy giving has been highlighted to make sure HMC is in a position to accept from will. Gift acceptance policy are new to align with mission and values. Anything controversial will be decision of Executive committee and ED. Thank you to Ann for her work on this.

Motion - Ann moves we adopt fundraising policy, Katrina seconds. All in favor. Motion passes.

Susan D will put in policy heading online for changes and send to Board.

Drug Free Workplace Policy – Jenna. Most recent grant says if we receive the funds we have a drug free workplace policy due to the federal funding. Jenna has created a policy and sent to Susan. Susan read to the Board. Must be signed by employees. Thanks to Jenna for her work on this.

Other New Business: Rotary request from Kim Parker-Breakfast or Lunch (906-250-0150) Katrina and Candice will call. Bring swag. Dead River Storage has multiple trailers at their CR550 location. Usually \$750 per year and have not paid for 2020. They sent a bill for 2020 and 2021 for only \$750. And a thank you from board and a thank you card will be sent from Board.

Directors Report

Jenna- thank you and developing Drug Free Policy for Shuttered Venue Grant

Thanks to Ann for writing up our statement of need for SVOG

Thank you to Sue B for shipping and thank yous for LATF.

2020 tax items have been submitted to Bartkoviak.

Innovate Marquette featured HMC on their promo video

Shuttered venue submitted to SBA Monday- \$101,941.00 for entertainment venues. 16 billion dollars to be awarded nationally.

ED anticipated end date is September 1, 2021 but Susan offered to stay until a new ED has been hired and requested vacation that is already planned and is wholeheartedly supported by the board.

Committee Reports

Fundraising: Will table the annual giving project to after festival as Stripe is not used by Crowd Cast and we need to keep Square until after festival because of that. MCF-\$3,500 for fall Zoe speaks week and Heather wrote same narrative and submission for Arts Midwest Gather Invest and Grow (GIG) for \$2,500. Shuttered Venue includes contract with Get Fresh Communications adjustment for grant work.

Membership report: Reminder that the Membership renewal and Membership cycle are now on a calendar year rather than the previous Festival year. Between January 2021 and April 2021 HMC had added or renewed 55 members for a total of \$4,275. The previous date frame in 2020 had \$4,525 so HMC is close to the same amount as this time last year. Spring newsletter coming out and will push for renewals along with renewal letters going out. Will plan to do a push for new members leading up to Virtual Festival 2021. For Virtual Fest, 4 different spots will be recorded for Membership. Filming-Scott how he was going to do membership. Slots back to back. Additional discussion on spotlights, presenters, topics, and timing.

Motion to adjourn by Katrina and Second by Susan Bertram.

Meeting Adjourned at 8:28PM Respectfully Submitted Katrina Keough