

Light Dinner at 5:00pm at Katrina Keough's house

Attending: Lee Ossenheimer, Jeff Krebs, Jose Garcia, Candice Blackstone-Larson, Susan Bertram, Susan Divine, Katrina Keough, Josh Thompson, David Sprouse, Pearl Taylor, Michael Reed, John Gillette

Call to order at 6:14pm

Approval of November Meeting Minutes. Motion to accept with updates by Katrina, 2<sup>nd</sup> by Jose: 10 yeas, motion passed.

Treasurer's Report – Jose Garcia

HMC Checking Account as of today is at \$1579.82, Savings Account is at \$30,266.95, HMC Portfolio as of 11/30 was at \$82,985.74. Susan B recommends moving \$5500 from savings to checking to cover December expenses. Motion by Lee, 2<sup>nd</sup> by Susan B, 10 yeas, motion passed. Motion to accept Treasurer's Report subject to audit by Josh, 2<sup>nd</sup> by Michael, 10 yeas, motion passed.

Old Business

1. Meeting with Festival Sound contract staff. Doug L did respond to our letter. Josh, Jane or Karen and Susan will talk to Doug. Susan will facilitate this talk.
2. Contract for Disto Box with Sombrero Sound. Executive Committee will review our attorney's questions and get back to the Board.
3. Office – Fire Safety Update: Lee. The back fire door has been successfully installed. Plumbing issue: yesterday the toilets were gurgling—there was a backup between the Man Cave and Lutey's. There was no damage to the Fold.
4. Main Stage meeting with engineer, Mike Pond, Doug Kitchel and Steve Kriegel. We will have more updates on this. Stage deck will need to be anchored down in the future.
5. New office merchandise. Roughly \$1k in profit from the store this year. New merch was purchased recently.
6. Board Election protocol. Katrina presented an application for Board nomination. Membership Committee can look at completed application. It will be amended and sent to the Board for approval.

New Business

1. Executive Director (ED) position: number of hours per year, task evaluation. In recent years, we have increased from 2-3 events per year to 10+ events per year. Susan was hired with approval of 1000 hours/year and this has increased (with Board approval) greatly over the years. Susan would prefer not to work full-time. She is requesting that the Board looks over the hours and job description and evaluate them. Katrina recommends that the Executive Committee look at the ED job description and time demands and submit a proposal to the ED by the end of Feb 2019.
2. UPPCO grant application, Heather Picotte worked with Susan D to complete an

application for an UPPCO grant for \$2500 for Hotaap series. UPPCO grant will be submitted next week.

3. Winter Roots Festival date: February 15<sup>th</sup>, Dog Sled weekend, Polar Roll race. There is a Travel Marquett grant request and collaboration with the 906 Adventure Team. MARESA students to do buttons for the event. Black Jake & the Carnies will be the closing act at the Ore Dock. We will have a \$1k commitment for this event (co-presented with other organizations). The Fold will host some events. Motion to fund this event at \$1000 by Susan B, 2<sup>nd</sup> by Lee. 9 yeas, motion passed.

Director's Report (see below)

#### Committee Reports

1. Fundraising – Michael Reed (had to leave the meeting early).
2. Concert/Event – Susan Bertram. Hotaap starts again in January. Next HMC Community Sing Dec 15<sup>th</sup> with Sue Demel leading the group. Movie Night starts in February.
3. Membership – Katrina. Katrina is recruiting for the Membership Committee. She'd like to have more polling of members, engaging members. 2019 final report is \$16,640 in membership contributions, 279 members.
4. Education – John. No report. He hopes to focus on videography for educational purposes in the future.
5. Music – Josh, John, Michael. Two confirmed for 2020 Mainstage: Chicago Farmer, Whitetop Mountain String Band.

#### Consent Agenda

Board Action – 2020 Festival Logo Design: 11/13/19 Board votes 6 yeas for fiddle design, 2 yeas for trees design, 2 n/a. Fiddle design was chosen. The winner was notified and new logo published 12/3/19.

Board Action 11/19/19 Board votes 7 yeas, 0 nays, 3 n/a on purchase of laptop computer and related programs for \$1,000.

Board Action -11/9/19 Board votes 6 yeas, 0 nays, 3 n/a, for purchase of 8 ft used tables for use at Festival for \$90. Lee will pick up and transport to trailer for storage.

Enclosures – November Meeting Minutes, A Year in Review, ED hour data, Final Final Festival Report, ED Job Description/wage history/hrs, Draft contract from attorney on Distro box,

Read and Pass – MARESA Thank you, transfer/budget info, Sale of logo artwork, thank you from Victoria, holiday card from Bell Financial, Women's Center thank you, G&LCYD info sheet, Second Sunday letter.

Executive Director's Report December 2019

Big thank you to Susan B. and Katrina for running our Small Business Saturday event!

Thanks to Michael for snow removal!

Thank you to the Board for approving time off for me in January. Keeps my partner happy!

1. Lake Superior Partnership Leadership Academy – I sat on a panel of other local non-profits and talked about livelihood of arts and culture non profits in this community. Good exposure for HMC.
2. New Checks, Register and Checkbook purchased in November.
3. Update on office staff- Erin has been working on getting trained on Membership and Merchandise, Jeff D helping out with training, setting up HMC account codes in Square, setting up laptop,
4. December office hours – week of Christmas 23-27 and New Years 30<sup>th</sup> – 3<sup>rd</sup> office will be closed.
5. Plan for January –
  - a. Office hours – same – Tuesday 11-5 Jeff and Wednesday 11-5 Erin
  - b. PO Box mail pick up – Jeff each Tuesday
  - c. Answer phone messages – Jeff each Tuesday
  - d. Pay rent at Vangos – Jeff 1/7/20 Check is in checkbook
  - e. Send out MBLP bill – Erin 1/8/20 check is in checkbook, ready to complete
  - f. Deposits of Membership – Erin – any checks that come in can be put in green bank bag, entered on the prepared Deposit Slip, stamp back of check with HMC stamp, take all to Mqt Community Federal Credit Union 1-2 times during month. Enter deposit into checkbook
  - g. Jeff K can periodically check on the office.
  - h. MARESA cleaning folks will be here January 8<sup>th</sup> and 22<sup>nd</sup>. Code was given to Jill Mielcarek so they can enter on their own.

Respectfully Submitted,  
Susan Divine

Date for the January meeting will be January 9<sup>th</sup>.

Motion to accept procedure and policy by Katrina, 2<sup>nd</sup> by Josh. 9 yeas, motion passed.

Motion to adjourn meeting by Katrina, Jose 2<sup>nd</sup> adjourned at 8:11pm

Minutes respectfully submitted by Jeff Krebs, Secretary