

Hiawatha Music Co-op
Board Meeting Minutes
1-11-2018

Present: Susan Divine, Susan Bertram, Katrina Keough, David Sprouse, Jose Garcia, Michael Reed, Josh Thompson, John Gillette, Lee Ossenheimer, Erin Leahy Putvin, brief visit from Julie Foster-Lindquist

Absent: Pearl Taylor (excused)

Jose moved to accept the minutes from December. Michael seconded. Minutes accepted.

Executive Committee Elections:

- Katrina nominated Erin for Secretary. Erin accepted.
- Michael nominated Jose for Treasurer. Jose accepted.
- Michael nominated Josh for Vice President. Josh accepted.
- Michael nominated Katrina for President. Katrina accepted.

2018 HMC Executive Committee: Katrina Keough as president, Josh Thompson as Vice-President, Jose Garcia as Treasurer, and Erin Leahy Putvin as Secretary.

Treasurer's Report – Jose and Susan D.

- Checking: \$1,520.32; Savings: \$50,872.63; Bell (as of year end): \$77,285.06
- Susan requested permission to transfer \$5,000 from savings into checking. Erin moved to allow Susan D. to transfer \$5000 from savings into checking. David seconded. Motion carried.
- Erin moved to remove Julie Foster-Lindquist and Doug Kitchel from MCFCU account and add Katrina Keough and Jose Garcia. Michael seconded. Motion carried.

Susan B. moved to accept the treasurer's report subject to audit. Josh seconded. Treasurer's report accepted.

Old Business

- Economic Impact Study update: No update. Susan will be in touch.
- Webinar report: Michael report on the webinar on board orientation and diversity. He discussed recruiting potential board members based on skill sets. He recommended designing a strong board orientation. Discussed election process bottleneck, aging population, seeking diversity, distance engagement options (FaceTime and Skype), establishing recruiting and nomination criteria, and maintaining high expectations.
- HoTAAP update: This event starts next week on Wed., January 20, 2018 from 6-8pm Musicians will be Bill Hart, Annette and Phil Watts, and Dan Truckey. Everything is in order. Need volunteers to help at door and with basic tasks. Katrina will create and circulate google forms to board members. May share with reliable active volunteers. Ore Dock requests that no water or beverages come into the establishment. All contracts have been signed and returned. Discussed incentive to encourage new people. Susan B. moved to offer one free entry with each member (only available to people new to the HoTAAP event) from January through May. Jose seconded. Motion carried.

HoTAPP line-up: January: Bill Hart, Annette and Phil Watts, and Dan Truckey

February: Ben Hassenger and Jeff Krebs (kids' concert)

March: Them Coulee Boys

April: Mustard's Retreat

May: Appleseed Collective

- Festival Items
 - T-shirt review – Katrina and Julie Foster-Lindquist : Board physically reviewed t-shirt options.

Jose moves to switch workers shirt to Gildan Soft Style. David seconded. Motion carried. Katrina will be back with pricing.

- Fundraising Policy approval and vote: Susan B. moved to accept the fundraising policy as presented. Josh seconded the motion. Motion carried.

Director's Report

- Check writing update - Consultation with Peter James at MFCCU regarding their policy for check fraud. They will cover 100% any fraudulent checks within 60 days of the event and will correspond with offending bank of activity. Prosecution is done on case by case basis, depending on knowledge of offender. (sometimes they can't figure out who if all their documents are fraudulent) Additional loss protection insurance is individual decision.
 - current d/c of check writing – UPCM/ rent, ABO Tents, all office supplies/stamps, any Festival vendor who will accept HMC credit card
- Computer clean up and update – Our computer was purchased in early 2012 and activated in October 2012. There has been very little oversight. Would like to have a professional assess and advise on its viability and functioning.
- Merchandise sale in December - \$59
- Festival Committee Meeting Dates – Mondays were suggested.
- Radio Results Network sales report – only seven tickets remaining!
- Purchase of a 24x36 Hiawatha banner, same design as the larger one, only smaller for use of small tents at community events. Can order from Cook Signs, should be between \$50-100. Jose discussed a “table cloth banner.” Members were in favor of looking into that option. Susan will contact Cook Signs for more information.

Jose moved to spend up to \$100 on computer maintenance. Josh seconded. Motion carried.

New Business

- Retreat Agenda: Much discussion. Ideas for agenda centered on discussion strategic planning, establishing and identifying core values, and five year plan and vision. There were also suggestions of insurance audit. Retreat time was changed to 8:30-4:30pm.
- Donor Idea – Michael: Michael discussed an idea involving big asks that eventually lead to a capital campaign. His recommendation was to start small with concerts similar to the Peter Yarrow event offered this past year, and build until there are enough active generous donors to support something larger such as real estate. His intention is to target ages 18-35. Michael needs help writing the “sizzle” language that will really sell this organization. Susan B. recommended that with this idea, Michael work directly with the events committee. Michael recommended avoiding a capital campaign for the next four year due to other local capital campaigns already in motion.
- Ambassador Sheila Leahy is currently working on updating the lifetime membership list so that the addresses and contact are correct. Once Sheila is through, Jeff Devers will enter these contact into mailchimp.
- Upcoming Meetings
 - January 16th – 40th Committee 4pm, Events Committee 5pm
 - January 17th, first HoTAAP 6-8pm – Watts, Truckey, Hart
 - January 20th – Annual Board Retreat 8:30-4:30pm Vierling
 - February 7th – begin 1st Wednesday Board meetings
- Review and approval of new lease with UPCM and rent increase of \$7.50 per month beginning March 1, 2018. (2018 increase of \$67.50)

Committee Reports

- Fundraising – Michael Reed and David, to be combining efforts with Sponsorship Committee.
- Events –HoTAAP January-May, Master Musician in Sept.
- Music Committee – Michael discussed the main stage performers. It is an excellent line-up.
- Membership – Ambassador Jeff Devers, Katrina, and Susan D. sent out membership letters before the holiday season, and six members renewed. \$725 gained before the end of the year.
- NMU Student Chapter concert will be held the first weekend of May.
- Erin reviewed lottery camping information. Here are the calculations:42% tents, 16% pop-ups, 10% other (van, bus, truck camper, 5th wheel), and 30% campers in varying lengths from ten feet to thirty-eight feet. Her recommendation was for the board to make a decision on length of camper, as far as camping increase is concerned. This can be discussed in more detail at a later meeting.

Michael moved to adjourn at 7:32pm. John seconded. Motion carried.

-Minutes respectfully submitted by Erin Leahy Putvin on 1/11/2017