

## Hiawatha Music Co-op Board of Directors Meeting Agenda May 6, 2020

Attending via Zoom: Susan Divine (ED), Susan Bertram, Michael Reed, Candice Blackstone-Larson, Lee Ossenheimer, Julie Foster-Lindquist, Josh Thompson, John Gillette, Jeff Krebs, Melinda Britton

Not attending: Jose Garcia

Julie called the meeting to order at 5:35pm

Approval of April 22 meeting minutes.

**Board Action:** Motion to accept the HMC 2020 Revised Budget was made by Michael, seconded by Susan B. 9 yeas, motion carried.

Financial report by ED: Portfolio as of May 4: \$77,557.62, HMC Savings is at \$5652.25 and our checking is at \$17,142.77. Discussion about Jose's meeting with our financial planner. Lee: pleased that our portfolio is doing well within a socially responsible investment strategy. Michael: we may want to make our investments slightly more aggressive in the future.

### Old Business

1. Board Election Protocol. This was tabled for research and presentation at the next meeting.
2. By-laws revision check. ED was looking for the revised copy. It was found on the website, on the board minutes page.
3. Orientation for new Board Members. Josh wants to go over Festival role expectations with new board members when they can all meet. Susan B would like to see the orientation process revised so that the orientation can occur by January after board elections. Susan B will meet with Candice, Melinda, Julie and Josh for training May 14 at 10am.
4. Office lease approval for continuance of current lease. Our landlord has agreed to continue our lease for a one year period at our current rate. Landlord will send the new agreement.

### New Business

1. Financial Report update. ED: in our packets we have a Balance Sheet and a Profit and

Loss sheet. We received a PPP grant/loan of \$4298.53. Also, the Small Business Disaster Loan EIDL came in earlier at \$3000 (\$1k per employee). Jeff D is committed to coming back to work with precautions and Erin is not committing at this time due to safety concerns. The Music for All grant is still pending, as is the MCAC grant. ED suggested that the board may pay a total of about \$400 for Jeff D and Erin back pay which will be covered by the PPP. **Board Action:** Motion by Michael to pay back wages (April) for Jeff D and Erin, seconded by Candice. All were in favor of this, motion passed.

2. Revised 2020 Budget Board approval.
3. Emergency Preparedness Plan (for the Fold) revised copy. ED: the board will need to review and approve this document. Michael will start working on a similar document regarding the Festival. Julie: we will have two days to review the new document and then do an e-vote on it.
4. Office COVID policy draft. Guidelines for going forward in the pandemic in regards to the fold. Board shall review for two days and then e-vote on it. There was a discussion about our liability re this document and whether we should run this by our insurance agent and attorney--ED will do this.
5. Membership Drive ideas – Katrina Keough presented these April 22. Katrina and ED met recently to discuss some of these, such as sending out reminder letters to our members who need to renew (between April and Festival time). Also to send a letter to festival ticket holders who have never been members. Ideas: Kid t-shirt/kid membership, and an adult t-shirt to commemorate the cancelled festival. Sell Festival beer steins at the Hiawatha release party. ED: Adult 2020 T-shirt: 300 in sales is the goal, for investment of about \$2100 and potential intake of \$4k for HMC. Jeff: we could add \$5 for shipping with either shirt or offer HMC Fold pickup (curbside if necessary).
6. Festival Cancellation Work Group report. Action Plan for 30 days, 60 days, 90+ days. Three ideas to plan for in the next 30 days: Non-ticket fundraiser via facebook/website, letters to members who should renew April-Festival, kids shirt/membership. 60 days: virtual concert festival. 90 days: filling the park (camping) during festival weekend. Michael: phone calls requesting memberships may be more effective than letters. Gofundme idea: suggested minimum donation of \$10 per family member who would normally attend. Candice: we may want to email blast instead of physical mail for the first round to save money. ED: we should make it one thing--one plea with different options to support HMC. Michael: we may want to give free membership for first year, as we may get 25-30% return membership renewals. ED: Festival Cancellation Work Group will meet and look at these ideas and move forward with a menu-type email blast

for 30 day action plan.

Susan B had a meeting with John, Tristan, Dan Truckey and others to talk about a virtual festival: livestream on facebook (with donate button), donations shared between HMC and musicians. They need a budget for a virtual festival so that we can ask for support/ grants (there is no money in the HMC budget). Michael: virtual festival idea with emcee at the fold going to remote locations with musicians. John: we could have a Fold concert series, say weekly at 8pm with local volunteer musicians. Idea: livestream previous Festival performances. Jeff can research the possibility that we could use facebook for Michael's facebook live idea.

1. Board approval for the Executive Director to have approval to sign paychecks and checks over \$500 until state mandates for social distancing have ended. **Board Action:** Motion by Julie to approve this, seconded by Melinda. All attending were in favor of this, motion passed.
2. Connect Marquette – Lunch with Leaders – May 27th ED: rescheduled at the fold.

Short meeting May 20, 5:30pm to follow up.

Meeting adjourned at 7:39pm

Respectfully submitted by Jeff Krebs, Secretary

Attachments:

Director's Report filed April 30, 2020

Consent Agenda

**Board Action** 4/25/20 voted 8 yeas, 0 nays, 2 n/a to officially cancel all Hiawatha events

at The Fold and the Ore Dock for the month of May.

**Board Action** 4/30/20 voted 10 yeas, 0 nays, 0 n/a to hold a new 2020 Festival logo

design contest for a t-shirt fundraiser, saving the original 2020 logo for 2021.

Enclosures

April 22, 2020 Board Meeting Minutes, Revised 2019 Bylaws; Revised Emergency

Preparedness Plan P; YTD Balance Sheet; YTD Profit & Loss Report, Square Capital Loan

Agreement; COVID Policy Draft;