

Hiawatha Music Co-op Board of Directors Board Meeting Minutes
November 6, 2019
Light dinner at 5:00pm by Jeff

Attending: Jeff Krebs, Susan Divine, Susan Bertram, Melinda Britton, Jose Garcia, Candice Blackstone-Larson, Michael Reed, Lee Ossenheimer, Katrina Keough

Absent: Julie Foster-Lindquist, Josh Thompson, David Sprouse, John Gillette, Pearl Taylor

Jose called the meeting to order at 5:38pm (Katrina had to arrive late)

Welcome to 2020 Board Members elected at Annual Members Meeting November 2, 2019:

Susan Bertram, Julie Foster-Lindquist, Melinda Britton, Candice Blackstone-Larson

Approval of October meeting minutes, motion Susan B, 2nd by Lee. Motion passed.

Treasurer's Report – Jose Garcia: \$30,266.95 in Savings as of today, our portfolio is at \$81,576 as of Nov 1. Checking is \$4,639.90 as of today. Motion to accept subject to audit by Lee, 2nd by Michael. Motion passed.

2020 Logo contest selection. The Board looked at five new designs as well as the 2019 submissions that were left over. Selection was tabled as we explore this more and it will go to an evote.

Old Business

1. New staff hire – Erin Leahy-Putvin was hired as a 1/8 position with responsibilities of office merchandise, Membership data management, office tasks.
2. Contracts for distro box rental from Marybeth Marin, Board reviewed the contract for amendments.
3. Sweetwater estimate for The Fold sound system from Heather Picotte. Michael has been working with Heather on the grant request.
4. Draft Letter regarding Festival sound. Michael read it aloud and suggestions were made for revision.
5. Office - Fire safety update, door installation, lease renewal timeline – Lee. Lee talked to our landlord. Susan D and Lee plan to meet with her around Dec 1 to start negotiations for the lease renewal. Lee will meet with the contractor tomorrow to discuss cutting of back asphalt. The impression is that our landlord is ok with improvements such as this on the space. Motion to approve expenditure for door install (and possible asphalt removal). \$1250 was made by Jose, 2nd by Lee. 6 yeas, motion passed.

New Business

1. Proposal from Radio Results Network. RRN could produce the Hiawatha 30 minute radio shows for \$900. Option 1: 806 spots on 5 stations in exchange for 56 tickets valued at \$4200. Option 2: 1034 spots in exchange for 69 (? needs verification) tickets valued at \$5175. Motion to accept proposal, option 1 by Jeff, second by Jose. 6 yeas, motion passed.
2. New Worker's Compensation Policy from Tyler Gauthier Insurance. We need workman's compensation now with the amount of employees we have (see Old Business #1). It's \$294 per year. Motion to purchase this by Jose, 2nd by Lee, 6 yeas, motion passed.
3. Purchase of Bar Code scanner for merchandise and ticket sales, at as low as \$29. Susan is looking for approval of cheap scanner to try out. Motion to purchase this up to \$35 by Katrina, 2nd by Jose. 6 yeas, motion passed.
4. 2020 Budget Proposal was discussed. We expect to vote on final budget at Dec meeting.
5. Need of description of the Hiawatha Fold for press release. Susan D requested this. Officially introducing HMCs traditional music and performing arts space. Melinda is working on this description.

Committee Reports

1. Fundraising – Michael Reed has been working with the Sweetwater grant. Michael is not optimistic about Range Bank support—the ask of them was \$2500 for the year's HoTaap. Michael and Heather are looking at future grants as well.
2. Concerts/Events – Susan Bertram. We had a successful uke week once again. Hotaap schedule is set. Community sings are set to start Nov 30 and there are four leaders for this. Hope to start concerts at the Fold soon. Winter Roots Festival coming up Feb 15. In Feb we start movie nights. Susan talked about the possibility of bringing a Master Artist at the festival instead of having it as a separate event.
3. Membership – Katrina Keough (no report)
4. Education – John Gillette (not attending)
5. Music Committee – Josh, John, Michael. Contracts being offered to some musicians (such as Emily Scott Robinson). Michael Cleveland possible as master artist.

Consent Agenda

1. Board Action 10/9/19 Board votes 7 yeas, 0 nays, 3 n/a to proceed with interview with potential new staff, Erin Leahy-Putvin, and offer of employment pending interview
2. Board Action 10/29/19 Board votes 7 yeas, 0 nays, 3 n/a to purchase ukuleles with 2018 Giving Tuesday funds and match donations, recipient of ukuleles may be any of the Yooper Uke Week sites, with recommendation of Ben Hassenger
3. Board Action – Teen Scene band presented by Troy Graham: Dylan Trost and the String Bandits for review. (no record of the vote)

Enclosures: October Meeting Minutes, Financial – 2019 year to date report and Balance Sheet, Proposed 2020 Budget

Read and Pass – 2019 Master Artist event Financial Report, Commonwealth refund document, Tyler Gauthier Workers Comp policy, thank you from Board to Jon Swenson, draft letter to Festival sound vendor, Bar code scanner info, Victoria Leonhardt email about the Lake Superior Leadership Academy panel

Director's Report by Susan D

Thank you to everyone who lent a hand to put on the Annual Meeting, cook food, bring tables and chairs, clean up!

Office

1. New guitar stand purchased off local marketplace for \$10/petty cash
2. New Ukulele group starting November 13th with Luke Guindon as leader and responsible person. Discussion about getting a keypad or lockbox for entry.
3. Coverage plan for January vacation (Jan 1-31) – Erin and Jeff will keep office open 2 days per week, answer phone, pick up mail, pay Semco and MBLP bills. I will check email and correspond accordingly. Will need one Board member trained to access any information on computer that may be needed for fundraising, HoTAAP, Board meeting, etc. Maybe, we could do Board office elections in December so that new Board President can prepare January Board agenda? Cash box and items for January HoTAAP will be prepared and ready. Need Board and/or office staff to put out posters. MARESA students will reduce to every two weeks in January. Erin will be scheduled when they are here.
Slow Fiddle Jam and Marquette Uke Group and Old Timey Jam and the new Community Sing will continue in January. Next Board meeting: Jan 8.

Festival

1. Children's Area performer Area Coordinator: Jeff K volunteered for this.
2. Parking and vehicle team needed – Add: Area Coordinator, 1 Monitor, 8-10 volunteers. Focus will be solely on parking passes within the Festival grounds, monitoring all cars off the lanes in camping area, correct parking all other places and monitor parking lots at Jacobetti and public service. Begin on Thursday and end Monday morning, including monitoring of vehicles left in those parking lots.

Respectfully Submitted,
Susan Divine

Next Board Meeting will be Dec 4 at Katrina's house.

Motion to adjourn meeting by Katrina, 2nd by Jose. Motion passed. Meeting adjourned at 7:50pm