

# Australasian Bluegrass & Old Time Music Association Inc.

DATE: 5 May 2013	TIME: 8:00pm	LOCATION: Teleconference
Proposed agenda for teleconference meeting of interim steering committee		
ATTENDANCE:	(WM) Will Manovel – Chair, (LD) Lachlan Davidson – Deputy Chair, (GM) Gregory McGrath – Secretary, (BW) Blair Webb – Treasurer, (GB) Geoff Bridgeland, (RB) Rebecca Bradbury.	
APOLOGIES:	No apologies were recorded	
PROTOCOLS:	Minutes of the previous meeting held on 27 <sup>th</sup> April were confirmed. Moved BW, Seconded LD.	

## 1. Association

### a. Foundation structure

Incorporation documents lodged in Victoria but awaiting registration and ABN.

Association is not-for-profit. Tax exempt and Deductible Gift Recipient status still need to be clarified and obtained. Rob Lewis and John Taylor to attend to this. [WM to pursue and review by 14 May 13 and ongoing]

BW agreed to prepare annual accounts. External audit to be independently conducted by Fiona Hammond (Harrietteville – contact RB)

Resolution - The Treasurer (Vic) shall hold original legal and financial records re incorporation pending transfer to Secretary (Qld).

### b. Bank account signatories

BW Treasurer to open a payment gateway for online subscriptions and payments.

Sole bank signatory acceptable for cheques <\$500, but may need to be revisited if finding signatories for quick turnaround on invoices becomes a problem.

Resolution of the previous meeting shall stand in that two authorized signatories are required for cheques over the value of \$500.00. Two additional bank account signatories from exec-committee were recommended to be recorded with the bank, for periods when one authorized signatory is absent. The Treasurer's signature must always be obtained on amounts >\$500.

Transactions and payments made by electronic bank transfer (over \$500) needing >1 authorized signatory, may also be approved by email by exec-committee.

### c. Categories of membership

Membership categories were agreed and are to be: Band membership; Full adult member; Student/Youth member; Child member; Family membership; Overseas guest member; Life member.

Life membership may be purchased, but may also be awarded by ABOTMA in recognition of services to bluegrass and old time music in Australasia.

### d. Setting annual membership fees

Band – \$70.00 (to include a maximum of six members)

Adult - \$25.00 (>21 years)

Student/Youth - \$15.00. (Includes youth between the ages of 14 to 21 years)

Child - \$0.00 (<14 years)

Family - \$60.00 (this category includes up to 4 family members of any age eg. 2 adults + 2 kids or 1 adult+ 3 kids)

Overseas Guest M'ship - \$20.00 (the association might elect to pay for these where appropriate)

Life membership – \$500 (unless awarded in recognition of services to bluegrass and/or old-time music)

Membership shall be for the period 1 July to 30 June in the following year, and shall not be pro-rata. In this first year of the Association, new memberships paid for before 30 June 2013, shall nevertheless be valid until 30 June 2014.

### e. Annual & General meetings

The Executive resolved to meet monthly for the remainder of 2013 and bi-monthly through 2014

The meeting resolved to hold the Annual General Meeting in Harrietteville as part of the annual festival, and to allow as many members as possible to attend.



# Australasian Bluegrass & Old Time Music Association Inc.

## f. Communication

Resolved and confirmed that the name of the association shall be 'The Australasian Bluegrass and Old Time Music Association.' Confirm with Rob Lewis and John Taylor. [WM to advise]

WM reported that Angela Whitehead is a graphic designer happy to assist in supporting the association, and may want to assume the role of assistant communications officer, assisting GM as Public Officer. [WM to provide Angela's contact details to BW and GM].

Website to be finalized once incorporation is complete. Domain name is to be ABOTMA.ORG.AU. [GM to complete post incorporation]. WM/GM to ask Angela Whitehead to design logo for ABOTMA and also review and contribute to logo for annual music festival.

Exec shall continue to meet via teleconference or face to face when practicable.

Exec members shall each contact all their relevant email contacts, and encourage them to contact ABOTMA with their email contact details ie. privacy respected/protected, and permission to opt in as they wish, rather than receive unwanted spam. Email for interested people/groups/bands to opt in is [admin@australianbluegrass.com](mailto:admin@australianbluegrass.com)

The festival website to advise when tickets may be available.

Distribute information on the 2013 festival to radio presenters. [GM to provide AW with radio presenters list]

Other opportunities for distribution of news: Lachie Davidson writes for national magazines, Country Update (Quarterly) & Trad & Now; Jan Dale PBS Melbourne; Chris Jacobs Southern Cross TV Bendigo, Mike Kear, Lindsay Marr

## f. Authority to incur costs, expense payments, claims processes

Resolved that costs incurred are to be determined by reference to an annual budget, yet to be determined after financial modeling is completed. There should be no expenditure made outside of budgeted costs. Reimbursement of expenses is to be by giving the Treasurer a tax invoice relating to any expense being claimed, and thereafter, where the expense is authorized and within budget, it may be paid out of the relevant bank account (ABOTMA or Festival trust account).

## h. Fund Raising

WM requested that the Executive be specific about where moneys are to be used (ie. Towards ABOTMA costs or towards Festival costs) to avoid confusion and meet members', seed funders, grant orgs, and patrons' expectations.

Fundraising initiatives remain undeveloped at this stage, pending operational bank account. WM and BW advised that they had received pledges of between \$1,000 and \$5,000 in donations, and these will be pursued privately.

Official contact needs to be made with Mike Whelan who has volunteered to assist preparing grant applications, and some recognition as the ABOTMA public grants coordinator. RB and Melanie (Shire) also to assist, particularly with sourcing local grant funding. [GM to contact Mike Whelan through John Werner].

## i. Proposed annual events

It was resolved that Harrierville will be the initial annual event of the association. The association may in the future undertake additional events or elect to support other existing events.

## j. Education, workshops, teaching

It was resolved that it is a fundamental role of ABOTMA to support education, workshops, and teaching in bluegrass and old time music. Further discussion was postponed, to deal with more pressing matters.

## k. Awards and Scholarships

The Executive acknowledged the importance of these initiatives however until they are adequately resourced these would be deferred for future discussion.

## l. Other business

There were no other matters raised for discussion in relation to the Association, however the organization of a new annual festival was placed on the agenda by WM, and discussion and resolutions ensued.

## 2. Annual Harrierville Event

### a. Dates

Dates advised by Feathertop as available are Fri 22<sup>nd</sup> to Sun 24<sup>th</sup> November. We will need to retain Mon 25<sup>th</sup> Nov for demounting, packing up, and conducting any outstanding exec planning/review meetings.

Resolved – to run a festival this year on 22-24 November 2013. To advise the public accordingly asap.



# Australasian Bluegrass & Old Time Music Association Inc.

## b. Event Name

After consultation, discussion and agreement, the meeting resolved to name the annual Harrierville music event: 'Mountaingrass' with the following tag 'Australia's premier bluegrass & old time music festival'

There was a conscious choice to use the word 'festival' rather than 'convention' because it would be more attractive, familiar, and interesting to young musicians, and because this was a new and different event.

Logo – LD and GW to coordinate with Angela Whitehead for review/modifications to logo.

## c. Separate bank account required

Treasurer (BW) is to investigate the opening of an additional account under the authority of the association to be called the "Harrierville Mountaingrass Festival Trust" account.

BW stated he would require a signed copy of these minutes for the bank records. BW to report back to the next meeting.

WM stated that the bank would also require a signed Trust Deed. WM agreed to draft and execute Trust Deed in due course, as required, or delegate same to Rob Lewis and John Taylor.

Mountaingrass festival website to include request for donations. [GM to initiate]

## d. Fund raising sub-committee

The meeting discussed seed loans, donations, public grants, event fees, sponsorships, and advertising – to report back next meeting

Discussion of possible people to approach for donations, fundraising. Everyone encouraged to find out who can help with seed funding asap, and let WM know.

RB and WM have agreed to report back to the committee on possible donors and sponsors. [RB and WM to report back to next meeting]

Secretary (GM) to follow up and source a contact address for Michael Whelan to further develop his role as public grants coordinator.

## e. Data research & financial cost modeling

The Executive seeks to better inform itself about expenditure on accommodation, travel, local infrastructure, performers costs, possible size of event, and longevity by undertaking a comprehensive cost-modeling project.

BW and LD have agreed to develop a financial model to analyse the cost structure of the festival. This will include costs of accommodation, food, infrastructure, and band costs. This information is critical to develop a sound budget for the proposed festival.

LD, BW and WM will meet on 19<sup>th</sup> May to plan the modeling process.

The financial analysis and a budgeting framework to be finalized by 15<sup>th</sup> June 2103.

RB will investigate the possibility of a single source accommodation booking service for Mountaingrass attendees

Committee members to meet with Harrierville businesses in early July 2013, to gain agreement on best cost structures to provide ongoing benefits to the town and longevity of the festival.

## f. Three-Five year forward plan–what do we want Harrierville to be or become?

This work can be better delivered once the cost structure of the festival is better understood.

The Executive will continue to review the 3 and 5-Year Plan by year's end with a view to developing a sound business model from which to grow the festival and a need to continue dialog with business' to develop the plan.

## g. Forthcoming consultation and negotiation

The Executive will meet with the Harrierville community, Alpine Shire, Local businesses/Chamber of Commerce, and will need a site inspection in due course to decide appropriate performance venues.

RB offered to follow up and advise the committee on Administration-Shire event application, regulations, fees for the next meeting.

WM to confirm festival insurance costs once extent of festival and funding is known.

## h. 2013 music event

### Content:

The Executive discussed the options for picking, workshops, performances and whether to appoint a Musical Director. It was resolved to review the need for this after 1st July 2013, or otherwise appoint in November for 2014.

### Venues-which ones/for what/how managed & coordinated:

The identification and possible use of venues needs to be developed and will be revisited in July, when the results of the financial analysis is complete.



# Australasian Bluegrass & Old Time Music Association Inc.

## **Booking local & overseas artists:**

This was deemed important but needs to be considered in context of the budget to be prepared. LD and GW to arrange contracting local bands and musicians to a performance schedule in due course, after July 2013 or next year. LW pointed out that bands need reasonable lead time to be available for this year's event, so it may not be possible to book them until next year.

WM to speak with Jim Golding & Chris Jacobs about the possibility of organizing/promoting band tours at other cities/towns in November/December, to help contracted Mountaingrass musicians recuperate costs incurred from performing at the festival.

## **Attendance fees—setting, collecting, managing non-payers and marginalized groups creating a fringe festival:**

Defer this topic for a later meeting.

## **Performer fees—fully paid, free, subsidized:**

A formal resolution was passed that this festival will as a matter of principle in supporting the music industry, pay all musicians (even if the fee is obliged to be nominal in early years). This ongoing expense needs to be recognized when developing the budget structure.

## **Travel and accommodation costs—(public, ABOTMA members, performers)**

It was resolved that this will be better understood once the financial analysis/model is completed.

## **Website, advertising, graphic design, flyers, posters**

Angela Whitehead to assist GM with this. Any others who volunteer are also very welcome.

## **Infrastructure:**

The Executive agreed that it needed better understanding of the requirements (processes and costs) for tents/shelter, sound, power, seats, food, food stalls, tables, secure instrument storage, first aid, wrist bands, parking, demounting, decamping of event, in order to plan and budget for the festival.

Resolved to delegate this to the appointed Volunteer Coordinators. [WM to contact JT].

## **Site meetings and negotiations during the year:**

The first site meeting to be scheduled in early July. [WM, BW, and RB to coordinate]

## **i. Other business**

WM was asked to release a public statement on behalf of ABOTMA by tomorrow night, to allow LD to include it in Country Update Quarterly & Trad & Now. There were no other matters raised for discussion.

The meeting was partly disrupted by a failure of the teleconference system, but was in essence complete.

The meeting closed at approximately 10:40pm.

**The next meeting of the Association's Executive is set for Tue 14<sup>th</sup> May 2013 at 8:00pm EST.**

---

## **END OF MEETING MINUTES**

I declare these minutes an accurate record of the matters discussed at this meeting, attended by me, and which may be confirmed at the next interim steering committee meeting.



5/5/2013

Will Manovel

President

Interim Steering Committee

Australasian Bluegrass & Old Time Association (Inc.)