



## Minutes of ABOTMA Executive meeting July 7, 2015

6pm Perth, 8pm AEST, and 10pm NZ.

Present: Jenine Abarbanel, Helen Ludellen, Mick O'Neill, Kim Wheeler, Lachlan Davidson.

Absent: Alan Abraham

### 1. Minutes of the June Exec meeting

Moved to accept: Helen. Second: Jenine

### 2. Actions Arising from last meeting:

- a. *Need to set up an e-way account:* <https://www.eway.com.au/plans-pricing#allPlansSection> (**ALAN: ACTION**).  
After discussion we decided not to do this because if the event is cancelled and the tickets have to be refunded then the money needs to be held in trust in order to do this. We do not need the money to be forwarded to us ahead of the festival and given the number of tickets expected to be sold we think it is more trouble than it is worth.
- b. *Helen to call Nathan at iwannaticket and get that set up. Jenine follow up with her to get information to install on website.*  
This has been done. Membership sales are set up through a Google Doc form. We just need to be able to access Paypal for payment options.
- c. *Helen to find out how iwannaticket know people are members so they get the discount code.*  
We decided to make all the season tickets bought online to be the same price and to automatically come with membership.
- d. *Lachlan to liaise with Karita to transfer all money from NAB account into new account and then close old account all at once.*  
Karita has transferred \$9,900 so far. Mick is to talk to Alan Abraham to see if he can take on some of this work of moving funds from the NAB account to the Bendigo account.
- e. *Need to draft an artist contract to send to performers with acceptances and tell them when they need to have the contract sent back.*  
Mick has found a good template to modify (<http://www.alliance.org.au/docman/view-document/356-wa-musicians-standard-contract>). Helen to send him contract from year 1 as well to help finalise that. Need to make sure we specify what happens with artist payment in the event of festival cancellation due to unforeseen circumstances. Recommend that Mick talk to our members who have a legal background for advice. We also need to include a clause about whether they agree to being filmed or not.



PRESENTING:



- f. *Helen to talk to Alpine Shire Council about promoting Harrietville a bit more.*  
This has not been done yet. .

### 3. Other business

#### a. Paypal account.

There are currently problem with accessing the existing Pay Pal account due to changes in Treasurer and the passing on of login and password details. There was a discussion about developing a policy for the Paypal account and how to ensure that subsequent treasurers have access to it. The suggestion was made that a new account with a generic login be created and the existing account be closed.

#### b. Event insurance.

The committee agree that this is a good idea. Helen to investigate options.

#### c. Sponsorship.

Lachlan chatted with someone from Bendigo Bank about their community grants. Helen has an application form to get back to them. Kim is happy to work with Helen to put application in.

### 4. President's report - Helen

- Am working on the Tourism Grant application for Alpine Shire and plan to submit today (July 7) if I can get the budget updated. The application is due on July 10.
- Am also working on the Event Application which involves a Risk Management Plan and Traffic Management plan (which have to be submitted to the Alpine Shire Council at least 3 months ahead of the event)
- Have updated the text for the Accommodation page on the website and will re-work the **About Us** content
- Film maker Sebastian Broadbent, who has made a very good short film on the Strzelecki Stringbusters <https://vimeo.com/111585070> is keen to make a 2 minute promo video about Mountaingrass. He likes the music and is already a member of ABOTMA. Committee suggested that we give Seb Roger McKenna's contact details as he will be shooting some video ( for his own private use) at this year's festival.
- We need to re-new our Public Liability Insurance as it is up for renewal now. It runs for a financial year. Helen doesn't have time to look into different level of insurance than we had before, and we couldn't afford anything more (it's about \$390) so she's just going to renew the FAA insurance, and look into event insurance.
- Bank account: Karita has moved at least \$1000 into the Bendigo account so that we can access the funds. She may have transferred more by now.
- Chris Henry and the Foggy Mountain festival at Kinglake in late October. Chris has agreed to come to Australia a week early and will be performing solo at this event for \$1500.
- Donal Baylor is looking into doing the visas for the Laurie Lewis band. Not sure where he is up to on this as he's gone away this week. However, John Gallagher gave me the name of another person who does visas for folk festivals and may be happy to work with us as well.
- Huge thank you to Jenine and Kim who have been working on getting the online ticket sales happening and re-developing the website, and Mick, Lachie and George for working through the performer applications.



PRESENTING:



#### 5. Treasurer's report – Alan Abraham (absent).

- 2015 budget
- PayPal account

#### 6. Programming committee report

Lachie, George, Mick went through list of 60 bands and acts who had applied. They have a tentative list, but there are still a few question marks. Will sort that out and make final decisions. Next step is to send out an offer letter and sort out the difference between what they've asked for and what we can offer. It will be helpful if we can get some sponsorship from accommodation providers in Harrietville to offset the cost of accommodation for artists.

#### 7. Website redevelopment - progress

We have two websites. Jenine has updated [abotma.org.au](http://abotma.org.au), and Kim is updating [mountaingrass.com.au](http://mountaingrass.com.au). ABOTMA is pretty much done, just need to update mailing address for cheque/money order payments, and Paypal info. Mountaingrass is a work in progress. Kim is still making it prettier, adding content and photos. All feedback appreciated.

#### 8. Marketing for Mountaingrass

- Kim has a writer contact to ask for a suite of copy that can go out to various media outlets in various forms and she is going to chase that up.
- The paid advertisement is going into Country Music Magazine for August and September.
- Kim talking to PBS about doing a Mountaingrass feature on PBS Presents. Price on that might be \$1100, but you get a lot of bang for your buck. If it brings in 10 people, it's paid for itself.

#### 9. Ticketing.

I Wannaticket sales via the website is now up and working.

#### 10. Policies.

Alan is absent and nobody has looked at these yet. Carry over to next time.

#### 11. AOB

None.

**Meeting closed at 9:16pm AEST, 11:16pm NZST.**

**Next meeting: August 4th.**