



## Minutes of ABOTMA Executive meeting August 11, 2015

Present: Helen Ludellen, Mick O'Neill, Lachlan Davidson.

Apologies: Kim Wheeler, Jenine Abarbanel

Absent: Alan Abraham

As we did not have a quorum the meeting was largely a discussion focused on programming issues.

### Actions arising from the June meeting:

#### 1. Actions Arising from last meeting:

a. *Need to draft an artist contract to send to performers with acceptances and tell them when they need to have the contract sent back.*

Lachie has sent an acceptance form to the performers (other than the US artists) that is non specific about how the artists are being paid, i.e. regarding whether it is a fee or a contribution.

b. *Helen to talk to Alpine Shire Council about promoting Harrietville a bit more.*

No progress.

c. *Paypal account:* set up a new account with the generic login and the password to be handed over to Executive annually, and the new treasurer or secretary to change and record the password every year. This decision needs to be moved and minuted at a subsequent meeting.

d. *Event insurance.*

Helen to follow-up.

e. *Bendigo Bank sponsorship – Helen and Kim to follow up.*

Helen to start working on a grant application together that focuses on what the event does for the local community, since this the focus of this sponsorship. .

#### 2. President's report

- Completed working on the About Us content for the website
- Creative Victoria Grant: Neither John, Michael or myself can do it in the time but happy to help someone else do it. (It is due on Aug 12 and would be for the 2016 festival).
- Renewed the Folk Alliance Australia Public Liability Insurance. Rob Lewis is reviewing the policy.
- Bank account: Karita has continued moving funds to the Bendigo account so that we can access the funds.

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

- 2015 budget
- Pay Pal: in Alan's absence Jenine provided the following:

\* We have access to our Paypal account once again.

\* Bank account for Pay Pal has been updated with the NAB account removed and the Bendigo account added.



PRESENTING:



\* Jenine has updated the e-mail address on the account to only be the generic login. The previous login has been removed.

\* The business name on the account is ABOTMA, but the personal name is attached to a previous treasurer and we can't change that. We can change the name of the primary authorised user of the account. That requires that the attached document be printed on ABOTMA letterhead, signed and MAILED IN TO PAYPAL. This is going to be a moving target for perpetuity, I guess, seeing as we're on one-year terms.

\* Jenine has updated the physical address on the account, but updating the phone number requires the cooperation/coordination with other Executive members. HELEN or KIM or ALAN, please contact to sort.

\* Still to do: create Paypal checkout page for ABOTMA memberships.- *now done*.

Accounts to be paid:

- FAA PLI - \$450
- Vistaprint - \$152
- Clickncall - \$70
- DL flyer artwork - ?

#### 4. Secretary's report - Jenine

\* I am storing incoming correspondence and other ABOTMA info in our Slack group. If you do not have access to the Slack group and would like it, please contact me. I think everyone has signed in at least once. It is a good place to find answers to ABOTMA questions. It is a good place to drop critical information that you or your successor may want in the future. These notes, for instance, will be in the #meetingminutes channel for future reference so you don't need to find the e-mail message every time.

\* If we have not made progress on ABOTMA policies, then maybe we need to outline what exactly needs to be done and by whom and have a separate mid-month working group meeting on that? The draft policies are in Slack under #abotma-policies channel, if you don't have a copy.

Mountaingrass 2015:

\* Ticketing [iwannaticket.com.au](http://iwannaticket.com.au) is all set up and happy. 16 tickets sold thus far. 13 individuals, 3 couple/family tickets. \$2185.00 so far.

\* Volunteers. I've got a list of people who have volunteered to do stuff so far, I just don't know what to do with it. Should I e-mail them all and see if anyone will be Chief Volunteer Wrangler?

\* Mailing to membership. I'll prepare and mail another update to the membership, (cross post to website and facebook, link on twitter). If you have recommendations of what should go in that, please e-mail to me!

#### 5. Programming committee report: Mick and Lachie

Most of the meeting was about programming problems that Mick is trying to solve. Mick needs information about bands that have been selected who are offering to do workshops.

Mick has programmed concerts for both Sat and Sunday at Mountainview Hall so a space for the planned Blackboard concert there on Sunday afternoon needs to be found.



PRESENTING:



Actions:

Lachlan to share with Mick the following information:

- which bands who are now on the program are prepared to workshops;
- whether the Laurie Lewis band will do a workshop, and
- to pass on the information from the Orpheus Supertones regarding what workshops they have offered to do
- whether One Up Two Down are going to do a set at one of the concerts
- whether we can find someone to do a dobro workshop

Helen to:

- find out if Chris Henry is available on Friday night, (although this is not critical to the program) and
- identify some alternative spaces to the Mountain View hall that could be used for blackboard concerts. There could be several blackboard spots:
  - Feathertop Conference Room? (Likely sound spill with marquee?)
  - Outdoor stage on Guest's carpark at Feathertop Chalet? Need PA
  - Under covered area at mealtimes (no PA);
  - Bella's café?
  - In marquee on Saturday morning (parallel with workshops)?
  - In marquee in time between afternoon concert and evening concert?
  - Community Hall on Saturday night if we don't have a dance - or if we have a dance then after the dance?

Mick to find out if there is a band prepared to put on a dance on Saturday night.

#### **6. Closure of the NAB account.**

Karita has transferred most of the funds to the Bendigo account. Need to pass a motion to close the account at a subsequent meeting.

#### **7. Website redevelopment – progress report: Kim**

#### **8. Marketing and promotion**

- Update: Kim
- Use of promotional info from performer applications for the website: Helen

We discussed:

- The PBS advertising that Kim Wheeler presented at the last meeting and agree that it is a good idea if we can fund it.
- Lachlan is to get artwork together for a poster that advertises our 2015 programmed acts
- Helen to distribute DL flyers to the local Harrietville area when the poster is printed.
- Need to get the DL flyers that have already printed from George Jackson

#### **9. Ticketing**



PRESENTING:



## 10. Policies

## 11. AOB

- Visas for Laurie Lewis: Lachie
- Links on website to accommodation aggregators (Trivago, Stayz etc) on our website. If we are putting up links then we should be getting some sponsorship in return? We also have made a commitment to support local businesses who can also offer the same service.
- Sponsorship – Lachlan to chase up funding from the US embassy.

**Next meeting: Tuesday September 1.**