



## Minutes of ABOTMA Executive meeting September 1, 2015

**Meeting opened at 7.30pm**

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

**Absent:** Alan Abraham

### 1. Minutes from the last Executive meeting: July 2015.

(The August meeting did not have a quorum).

Motion to accept the minutes from the last Executive meeting was moved by Helen Ludellen. Seconded by Jenine Abarbanel. Carried.

### 2. Actions arising from the June 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.*

Mick has spoken to John Taylor about getting that done. He is looking at modifying one from the Folk Alliance. There have to be two different performer contracts: one for bands who have their own public liability insurance and are being paid a fee for their services and a second one for bands who do not have their own public liability insurance are volunteering their services and as such are covered as volunteers under the ABOTMA public liability insurance. Helen recommends talking to Rob Lewis for advice as well when these contracts are drafted since Helen and Rob have been discussing the issues of bands and liability insurance and volunteer status.

Action: Helen is to send Mick the email exchange on this topic between Helen and Rob.

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

Helen intends to go to the Guildford Banjo Jamboree and on the way is hoping to meet with Tourism Development staff at the Alpine Shire Council regarding ways we can work together to promote both Harrietville and Mountaingrass.

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

The Pay Pal Account has been set up. Still to double check it's been linked to new bank account. The note about handover of control of the account needs to be added to procedures for Executive officers.

The motion that the Incoming treasurer change the password and record it was moved by Helen, seconded Mick. Carried.

Action: Jenine to talk to the Treasurer regarding linking it to the Bendigo Bank account.

d. *Event insurance. Helen to follow-up.*

Even though it is a very good idea, this is unlikely to happen this year as we do not have the budget for it.

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

Lachlan has talked to them about sponsorship. Each branch of the bank is responsible for local sponsorship, and considers sponsorship if there is a benefit to the local region. Helen suggests that it would be best to prepare the sponsorship application and have a face-to-face meeting with the Bright branch staff to go over the details. This is planned for the trip to Harrietville happening on the way to the Guildford Banjo Jamboree (18-20<sup>th</sup> of September).

## 2. President's report

- **Outcome of Alpine Shire Tourism Grant application** - \$2000 for marketing. Propose we use this for PBS advertising and a video promoting Mountaingrass and Harrietville made by Seb Broadbent. Motion to dedicate these funds for advertising on PBS 106.7FM (a Melbourne community radio station) and a short video promoting Mountaingrass and Harrietville was moved by Helen, seconded by Lachlan. Carried.
- **Volunteer register:** We have enough volunteers for the actual festival at this point, so need to take the call for volunteers off website and remove from mailings.
- **Artwork for T-shirt:** Helen talked Mark Friswell, the guy who did last year's design, and he has agreed to do another one for this year. He promised it by the end of the week. Tex from Big Tree T shirts is happy for people to send their own t-shirts to be screen printed with the design, as long as they are of suitable quality for screen printing, i.e. generally those that are 100% cotton. He prefers the Gildan shirts because they produce a very good result when printed.
- **Accommodation for performers and sound techs etc.**  
Helen and Lachlan are working on that. We need more performer accommodation because the rooms set aside at Feathertop Chalet are full.  
Lachlan has spoken to Emma Hinchliffe at Alpine Valley Getaways and she has a lodge, Samber Lodge, on her books that sleeps 22. It is very reasonably priced and is relatively close to Feathertop Chalet. Emma will throw in the linen (which is extra) as sponsorship for the event. The motion that we book this lodge was moved by Helen and seconded, Lachlan. Carried.
- **Proposed site layout at Feathertop Chalet.**  
Suggestion is to close the guest's carpark and use the carpark instead for instrument makers stalls and dedicate the undercover area to food, bar, tables to sit at and Registration desk.  
Helen has discussed the idea of closing the Guest's carpark with Pat Murphy at Feathertop to make the area safer during the event by stopping cars driving through the covered area *during* the event. Disability parking can be set aside next to the tennis court on the entrance road. The committee supported this proposal.

- Walk-up stage at Feathertop - use an existing lodge lounge room, e.g. Mons Meg, or put up a small stage near the instrument makers and reg desk?  
Committee discussed the idea of having a small stage to be used for walk-ups. It will require a very small PA, mainly for vocals. The preference is to have it close to where patrons are gathering in the covered area but the issue of sound spill was raised. The location of the stage needs to be considered carefully to avoid this but ideally it is close to the covered area where there is food and drink available. Also, security of the PA overnight becomes an issue. The idea that we get a sponsor for that stage was considered. \$1000 should cover it.  
Action: Lachlan to follow up. Lachlan to ask a local contact about how to source a small tent for the walkup stage.
- Sound techs.  
Mark Woods is booked for the marquee. Angus Golding will run the Mountain View Hall and Don Gula takes care of the Snowline on Friday night. Sound Production student Luke Clarke is coming as is previous student Andrew Haughton to help out.  
Helen is still working on finding a PA and operator for the Community Hall.

### 3. Treasurer's report

- **2015 budget.** The budget was not discussed because the Treasurer was not present.
- **Auditing of the 2014/2015 accounts.** The Treasurer needs to find someone to do this.
- Accounts that have been paid by Helen who would like to be reimbursed:
  - FAA PLI - \$450
  - Vistaprint - \$152
  - Clickncall - \$70
  - DL flyer and poster artwork -Lachlan?
  - Hard copy of the ABOTMA Incorporation document - \$26.50

**Decision:** Committee agreed to reimburse Helen for these expenses

Actions:

- Mick is to ask Alan Abraham about having the accounts audited ahead of the AGM.
- Regarding timing of the notice that needs to be given ahead of the AGM Helen is to look at the Model Rules and let everyone know.

### 4. Secretary's report - Jenine

- Stickers: instrument case and bumper stickers. Jenine is sourcing a supplier and organizing the printing.
- Ticket sales going all right. 27 individual, 19 double tickets.
- Has not started populating new ABOTMA memberships on the website yet. On my list.

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

- Report on those who have been selected (and which acts were unsuccessful this year). – not tabled.
- Provisional program for the website - not tabled.

- Artwork and printing of the print program - not discussed.
- Should we solicit some paid advertising to help pay for the printing of the program? - not discussed.
- Accommodation for performers –Helen and Lachie are working on this.
- Mick has allocated spots for the festival and done a couple revisions. He is sorting out clashes.
- Dance: Existing bands who are coming who could do one are not keen on doing it this year. Also, there has not been a huge call for it this year, and participation has historically been low. Helen moves we drop the dance for this year but consider it for next year. Mick seconds.
- Clogging workshop: We do want to have a clogging workshop again this year.  
Action: Helen to approach Belinda Gibson and invite her to do a clogging workshop.
- Fiddle workshop: Mick proposes a bluegrass fiddle workshop. It was suggested that we ask George Jackson to run one.
- Bass workshop: it was suggested that Todd Phillips be approached to do a bass workshop.

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

Karita has transferred most of the funds to the Bendigo account. We need to pass a motion to close the account.

Motion to close the NAB account was moved by Helen and Seconded by Jenine.

Action: Lachlan to organize with Karita to close the NAB account.

#### 7. Website redevelopment – progress report: Kim and Jenine

#### 8. Marketing and promotion

- Poster – Lachie is working on an A3 size poster
- Stickers – Jenine is organising instrument case stickers.
- T-shirts – Helen is organising a design for the 2015 shirt.
- Leaflet drop around local area and Guildford Banjo Jamboree – 18<sup>th</sup>-20<sup>th</sup> of Sept – Helen will do this when she attends this event.
- NFF program advert for 2016 – Helen proposes that if we do this we go for the 1/8<sup>th</sup> page 90mm x 70mm advert for \$187. The NFF require a commitment by OCT 30 if we decide to go with it. Over 50,000 people go to festival over 4 days but we are not sure how effective an advert in the program actually is.  
Motion to defer the final decision regarding whether to run this advert to the October Executive meeting was moved by Helen and seconded by Lachlan. Carried.
- John Hilvert – a writer for print and web, has offered to help with promotional work and writing of articles. He also has ideas for streamlining navigation and content organisation on the Mountaingrass website. Action: Helen to send John Jenine's details.

#### 9. Ticketing

How many sold to date? As at Sept 1 27 individual and 19 double tickets.



PRESENTING:



## 10. Policies

Alan has proposed them but has not attended a meeting to table them. Jenine: can you look at these and update? Or at least highlight some issues that need to be addressed? Helen going to try to find time to have a look, too.

## 11. AOB

- **Visas for Laurie Lewis:** Lachie  
These are in process. Scanned copies are acceptable, so hard copies don't have to be mailed. Things are happening/moving.
- **Links on website to accommodation aggregators** (Trivago, Stayz etc) on our website. Executive. We are committed to supporting local businesses for services we use for putting the festival on - where possible. To this end we are listing properties managed by local Harrietville business Alpine Valley Getaways on our Accommodation page on the website. If we are putting up links to Trivago or other accommodation aggregators then should we at least be getting some sponsorship in return? This requires more discussion.

**Next Executive meeting: October 6 at 7.30pm AEDT, 5.30pm WA, 9.30pm NZ.**

**Meeting closed at 8.30pm AEST.**