

Minutes of ABOTMA Executive meeting October 6, 2015

4.30pm Perth, 7.30pm AEDT, and 9.30 pm NZ.

Meeting opened 9:32 pm.

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

Absent: Alan Abraham

1. Minutes from the September meeting

Motion to accept minutes was moved by Helen and seconded by Jenine.

2. Summary of other actions arising from September meeting:

- a) Action: Helen is to send Mick the email exchange on this topic between Helen and Rob. *Done.*
- b) Action: Jenine to talk to the Treasurer regarding linking the Pay Pal account to the Bendigo Bank account. *Done*
- c) Action: Lachlan to follow up. Lachlan to ask Lindsay Clapperton about how to source a small tent for the walk-up stage (although we may be able to get one from Bendigo bank). *Done, Helen has identified a marquee that we can borrow for a donation from Bright SES.*
- d) Action: Helen to advise the Exec committee on time period for notice that needs to be given for the AGM. *Done..*
- e) Action: Helen to approach Belinda Gibson and invite her to do a clogging workshop. *Done. She will do a workshop.*
- f) Action: Talk to George Jackson regarding doing a bluegrass fiddle workshop. *Done.*
- g) Action: Talk to Todd Phillips regarding doing a bass workshop. *Done, he's doing it.*
- h) Action: Lachlan to organize with Karita to close the NAB account. *Not done.*

3. President's report

- a) PBS advertising: invoice has been paid and Kim is going to co-ordinate this advertising campaign. I've spoken to Seb Broadbent about making a promotional video and offered him \$900. He's accepted. We are yet to talk in detail about the video other than to say that it needs to promote both Mountaingrass and also Harrietville as a tourism destination.
- b) Volunteer register- we have enough volunteers to help at the actual event. We still need other skills though, especially graphic design, and copy writing, membership management, etc etc etc! We also need someone who is prepared to audit the books. Jenine is to update MountainGrass website specifying the sorts of specialist skills that would be helpful.
- c) Artwork for T-shirt – have approached Mark Friswell and although he has agreed to do the job and has promised to do it he has not delivered anything as yet. Propose that rather than wait any longer that we simply put the existing logo on a T shirt with the year.

- d) Accommodation for performers and sound techs etc. This has been organised with performers being accommodated at Feathertop Chalet; Snowline Hotel and Samber Lodge. Bookings have been made.
- e) Proposed festival site layout – close guest’s carpark and use the carpark for instrument makers and dedicate the undercover area to food, bar, tables to sit at and Registration desk.
- f) Helen’s visit to Guildford: this didn’t happen but flyers were to be distributed by a volunteer going to the festival.
- g) Helen to visit Harrietville on Sept 23 and will meet with Pat Murphy, manager of Feathertop Chalet, to plan the site layout including the actual location of the marquee and site for a small walk-up stage near the covered area. Also need to look at the logistics of closing the Guest’s carpark.
- h) Helen participating in the Alpine Shire Council’s Strategic Master Plan focus groups on Sept 23, to represent the fact that we want to continue running Mountaingrass as an even in the town but need the existing infrastructure for tourists (accommodation, food outlets, convenience store and other attractions) to be maintained in order to satisfy our patron’s needs.
- i) Sound techs – Andrew Clermont will supply a PA and do the sound in the Community Hall. He would like a spot on the program with Rachel if possible.
- j) The Community Hall has been booked for Saturday and Sunday 21-22.
- k) I have ordered another 1000 DL flyers at a cost of \$120 in order to do supply info centres in the local area, and take to other festivals and events, e.g. tDorrigo Bluegrass and Folk Festival and Foggy Mountain Bluegrass festival, and send to the BTCMSA Annandale (Sydney) meet-up.

4. Treasurer’s report

- A. 2015 budget to October
- B. Auditing of the 2014/2015 accounts. In Alan Abraham’s absence the committee requests that Alan prepare the financial statements and recommend someone to perform the audit of accounts for 14/15.
- C. Accounts paid:
 - 1. FAA PLI - \$450
 - 2. Vistaprint - \$152
 - 3. Clickncall - \$70
 - 4. Copy of Incorporation document - \$26.50
 - 5. PBS 107.6FM - \$1100
 - 6. Deposit for Samber Lodge – Alpine Valley Getaways: \$468. (Total price \$936)

5. Secretary’s report - Jenine



PRESENTING:



- a. Making progress on memberships for 2015/2016. Cards created, ready to send out. Sending out e-mail to everyone who has bought tickets to register for membership. Then will get the membership role up on the website.
 - b. Question: are we asking MG2015 bands to become members in order to play at Mountaingrass? The band membership costs \$90?
 - c. Jenine to update Performer Application form for next year to include Terms and Conditions, which are:
 - i. Join ABOTMA.
 - ii. Availability during the weekend.
 - iii. Performers who do not have their own Public Liability Insurance are to be considered volunteers and will be covered under ABOTMA's public liability insurance. Some performers will receive a contribution towards their costs associated with coming and performing at Mountaingrass.
 - d. Promotional e-mail to go out to mailing list this week.
 - e. Preparation for the AGM. Jenine to refer to Constitution and prepare what we need for AGM, but first we need to build our membership to come to the AGM and then announce it at least 14 days before November 21.
 - f. Succession planning. Helen is stepping down from both the Executive committee and Operations role. We need to identify possible Exec office bearers and encourage them to nominate for these roles. We also need an Operations manager for 2016.
6. Programming committee report: Mick and Lachie
- a. Report on those who have been selected (and which acts were unsuccessful this year).
 - b. Provisional program for the website
 - c. Artwork and printing of the print program.
 - d. Should we solicit some paid advertising to help pay for the printing of the program? *At this stage nobody has time to do that.*
7. Closure of the NAB account.
- a. Lachlan and Karita have to do this together. When will this happen?
8. Website progress report: Jenine and Kim.
- a. Logos for sponsors (Gibson and who else?) up. *Done - Kim.*
 - b. Sorting artist listings on the website. *Kim is working on this.*
9. Marketing and promotion
- a. Poster – Lachie
 - b. Stickers - Jenine
 - c. T-shirts – Helen

- d. DL Flyers - Helen
 - e. Leaflet drop around Alpine Shire Information centres and tourist parks – Helen
 - f. PBS advertising – Kimberly
 - g. NFF program advert for 2016 - \$187 for 1/8th page: 90mm x 70mm. Booking form is due by OCT 30. After discussion the committee decided to run the advert. *Moved by Helen. Seconded by Mick. Helen to return the booking form and Helen and Lachlan to confer offline about the design.*
 - h. John Hilvert happy to write articles but needs stories about performers, particularly those from the local area, to write some copy for print media, e.g. Border Mail, Alpine Observer etc.
10. Ticketing - Jenine
- a. How many sold to date. Currently 63 Individual and 27 couple/family tickets sold for a total of \$13,695.00 collected.
11. Policies
- a. Conflict of Interest Policy
 - b. Board of Management and Artists Ticketing Policy
 - c. These were all proposed by Alan, but he has not yet tabled them at a meeting.
12. Next meeting: propose a catch-up in mid October, i.e. Oct 20 to finalise preparation for the AGM and any outstanding operational things to do with Mountaingrass. Next ordinary Executive meeting will be on Wednesday November 4.
13. AOB
- a. NFF program advert for 2016 - \$187 for ¼ page 90mm x 70mm. Due by OCT 30 if we decide to go with it. *Agreed to run the advert. Moved by Helen. Seconded by Mick. Approved.*
 - b. Visas for Laurie Lewis: Lachie. *Work on the visas is progressing.*
 - c. Tickets: workshop tickets – to have them or not to have them? *After discussion it was decided that it is hard to manage tickets for single workshops and that patrons wanting to go to workshops should buy a day ticket instead.*
 - d. Program – artwork, layout and printing – who is doing this?
 - e. Della Mae Band for 2016 and Women in Bluegrass proposal. *Lachie reported back on the cost of getting them, which counting air fares is in excess of 45K. This is out of our range.*