

## Minutes of Committee Meeting February 2016

Date: Tuesday 9 <sup>th</sup>	Time: 9.45pm (NZ) 7.45pm EDST (Vic, NSW, ACT) 6.45pm EST (QLD) 4.45pm (WA)	Location: Teleconference – Australia
ATTENDANCE:	Lachlan Davidson - President, Sue Dwyer – Secretary, Helen Ludellen – Treasurer Donal Baylor – Membership secretary	
APOLOGIES:		
PROTOCOLS:	Minutes of the previous meeting confirmed by ; Sue Dwyer Approved ; Donal Baylor	

**Item 2.1 Minutes** from the previous meetings to be confirmed as true and accepted; **as above**

**Item 2.2 Action items** from previous meetings were discussed; **relevant additions in Bold**

No.	Action	Who	When
a	Increase withdrawal limit on the bank account from \$5,000 to \$10,000 <b>Minuted Jan. Helen to discuss with bank.</b>	Helen	Feb
b	List of committee roles <b>Done Thanks Helen all committee to review and feedback to Helen</b>	Helen	April
c	Format Festival debrief notes into action items for 2016 festival	Sue	May/June
1.2	Present Minutes of December meeting at Feb meeting. <b>Done December ABOTMA meeting confirmed Helen approved Lachlan.</b>	Sue	Feb
1.4.a	Review and update Artist Contract forms; Ensure that permission/release/obligations are explicit in artist contract forms. Ongoing.	Lachlan / Mick Donal	May
1.4.b	<b>Look at Artist Application form on Website and email feedback to Donal. Donal has been looking at the performer application form. The text around the availability timetable, the need to a performer from the appropriate genre and the performer donation of merchandise has been strengthened.</b>  Applications scheduled to open 1 March.	Donal to compile and send for committee feedback	Before 23 February to enable upload for 1 March
1.4.c	Artist application Timeline to be posted on Website.  Dates; as they open and close to be posted on Facebook and other social media	Jenine  Jenine	Feb 29th  ongoing
1.5	Vice President position, email members requesting nominations. <b>done</b> Nominations considered, <b>Nominations received from John Taylor and Leonard Cohen.</b> Helen suggested both bring valuable skills and experience and moved: Both to be offered positions on ABOTMA committee. Seconded Lachlan. All agreed. <b>Leonard Cohen Appointed Vice President</b> <b>John Taylor appointed to committee for legal and governance. Congratulations to Leonard and John. Lachlan to contact both.</b>	Jenine All Exec  <b>Lachlan</b>	ASAP Feb  <b>ASAP</b>

1.7.b	Continue processing memberships	Donal	ongoing
1.7.c	ABOTMA member benefits? continue discussion <b>Donal offered to draft covering letter requesting benefits for members from insurance suppliers.</b>	All Donal	Ongoing March
1.7.d	ABOTMA membership Dates Further discussion required. Donal suggested system may work better if members were given numbered memberships. Continue to look at ways of linking membership to ticket purchasing.	All	Feb  ongoing
1.9	Rhythms Magazine advertising? send the e-mail to Kim and Helen and talk about budget and see if we want to advertise with them <b>Look at cross promotion deal? Suggest a specific Bluegrass edition and involve other Australian Bluegrass festivals. Lachlan to email Helen details.</b> <b>Continue to look at this advertising when Mountaingrass tickets go onsale.</b>	Jenine  Lachlan	Feb  March

**Item 2.3 President's report;** Lachlan has had some interest from US artists. Discussed what is best value for money this year? A full 4 or 5 piece band, a duo or a single artist who can play with Aust backing? Maybe Old-Time /bluegrass crossover. Ideally; a recognised artist or duo who can tour before and raise awareness for Mountaingrass. Who will pick all weekend and happy to be supported by Aust artists. Need to lock a band in ASAP. Look at short list next meeting. Some suggestions discussed were Rob Ickes & Trey Hensley, Mike Compton & Joe Newbury, Jumpsteady Boys, Bruce Molsky, Karl Shiflett.

**Action Item 2.3** Lock in US artist ASAP. Look at short list next meeting.

#### **Item 2.4 Treasurer's report**

**Item 2.4.a.** Report on the last previous month; copy of January's statement emailed.

**Item 2.4.b.** 2015 final figures and 2016 Budget emailed to committee; Mountaingrass festival 2015 figures show a small loss. Some suggestions; scale back payments to all bands. Look at getting more corporate sponsorship. Ask for more inkind donations eg. Accommodation, meals etc. Look at making an annual CD or DVD of festival acts to sell.

**Action Item 2.4.b** Need to look at ways to scale back costs and increase revenue for 2016. Review and comment on proposed 2016 budget.

**Item 2.4.c.** NAB account: do we want to retain this account and put the funds there along with The amount that is in our PayPal account into a term deposit to make some interest? All in favour, of having this or equivalent as a savings account.

**Action Item 2.4.c** Helen to look at best deal.

**Item 2.5 Secretary's Report;** Sue had nothing to report at this time.

**Item 2.6 Programming Committee Report;** nothing at this time.

#### **Item 2.7 Operations report**

Job descriptions for Volunteers; Helen has developed Volunteer position descriptions and posted on dropbox for review and comments.

Marquee and toilets have already been booked for festival.

Helen is researching best PL insurance.

**Action Item 2.7** All committee review volunteer jobs descriptions and feedback to Helen.

## Item 2.8 Any Other Business items:

**Item 2.8.a.** What happened with the meeting with other festival organisers re sharing acts?  
Lachlan met with George Jackson and Bridgett Lees about sharing any Bluegrass acts.

**Action Item 2.8.a** Lachlan has some note from meeting to share with committee.

**Item 2.8.b.** Date of 2017 festival (in relation to sharing of acts with other festivals).  
Discussed; decision; Mountaingrass date to remain the same. No Action

**Item 2.8.c.** Mountaingrass website: redevelop to use a different theme and menu structure and if so, who to do this?

**Action Item 2.8.c** Helen has a contact, she will ask him to do up a demo page and give us a quote.

**Item 2.8.d.** Remaining merchandise: do we want to try and sell it online this year?  
There are a lot of T shirts leftover.

**Action Item 2.8.d** Advertise sale at reduced price on social media and website.

**Item 2.8.e.** Have (non food) stalls at the Community Hall next year?  
All agreed, good idea. Will give us some income.  
Need a volunteer to coordinate stalls.

**Action Item 2.8.e** Further discussion

**Item 2.8.f.** Meeting time: can we move it away from the second Tuesday of the month to first or third Tues? Yes 3<sup>rd</sup> Tuesday. All agreed.

**Action Item 2.8.f** ABOTMA monthly meetings now 3<sup>rd</sup> Tuesday of the month.

**Item 2.8.g.** Email lists: who is on each list at the moment?  
Discussed, all agreed to the following.

New ABOTMA Executive email list to have ONLY. Lachlan, Helen, Sue and Leonard.

New ABOTMA committee email list to have ONLY Lachlan, Helen, Sue, Leonard,  
Mick, Donal, Jenine, Kim, John.

**Action Item 2.8.g** ABOTMA Executive email list, and ABOTMA committee email list to be redone.

**Item 2.8.h.** Accommodation page on the website: include a note that there is free camping at Smoko campground?

**Action Item 2.8.g** Helen to include free camping at Smoko and Freeburg (Butch Camp – Broken Bridge. 845 Great Alpine Road Freeburgh.) on website.

**Item 2.8.h** Mountaingrass ticket sales; when do we start selling tickets online?

**Next Meeting; Teleconference Meeting** – 3<sup>rd</sup> Tuesday March 15<sup>th</sup>  
9.30pm (NZ) 7.30pm EDST(Vic, NSW, ACT) 6.30pm EST (QLD) 4.30pm (WA)

Additional action item – President to check conference call is activated prior to meeting.

## New Action Items in Brief

No.	Action	Who	When
2.3	Lock in US artist ASAP. Look at short list next meeting.	All committee	March
2.4.b	look at ways to scale back costs and increase revenue for 2016. Review and comment on proposed 2016 budget.	All committee	March
2.4.c	look at best deal for savings account	Helen	March
2.7	All committee review volunteer jobs descriptions and feedback to Helen.	All committee	March

2.8.a	Lachlan has some notes from meeting with George J. and Bridget L. to share with committee.	Lachlan	March
2.8.c	Website; Helen has a contact, she will ask him to do up a demo page and give us a quote.	Helen	March
2.8.d	Advertise sale of 2015 Mountaingrass merchandise at reduced price on social media and website.	Jenine	March/April
2.8.e	Further discussion re. coordinator for more non food stalls 2016	All	March
2.8.f	Meetings now 3rd Tuesday of each month	Sue / All	ongoing
2.8.g	New ABOTMA Executive email list New ABOTMA committee email list	Jenine	ASAP
2.8.g	Helen to include free camping at Smoko and Freeburg on website.	Helen	March/April

*Sue Dwyer.*

Secretary

Australasian Bluegrass and Old Time Music Association (ABOTMA)

[www.abotma.org.au](http://www.abotma.org.au)

organising

**Mountaingrass 18-20 November, 2016**

[www.mountaingrass.com.au](http://www.mountaingrass.com.au)