

Minutes of Committee Meeting January 2016

Date: Tuesday 12 th	Time: 9.30pm (NZ) 7.30pm EDST(Vic, NSW, ACT) 6.30pm EST (QLD) 4.30pm (WA)	Location: Teleconference – Australia
ATTENDANCE:	Lachlan Davidson - President, Sue Dwyer– Secretary, Helen Ludellen – Treasurer Jenine Abarbanel – Communications, Mick O’Neill - Program Manager, Donal Baylor – Membership secretary Kim Wheeler - Advertising	
APOLOGIES:		
PROTOCOLS:	Minutes of the previous meeting confirmed by ; Approved ;	

Item 1.1. Formally hand over to the new committee.

Welcome new committee members. Lachlan will chair this and future meetings. No action

Item 1.2. Minutes from previous meeting; not available, present at Feb. meeting.

Early festival figures show increase of 32% more tickets sold. Expenses increased. Helen is working on Spreadsheet.

Action Item 1.2 Sue will present Minutes of December meeting at Feb meeting.

Item 1.3. Actions Items from previous meeting:

No.	Action	Who	When
a	Increase withdrawal limit on the bank account from \$5,000 to \$10,000?	Helen/Lachlan	Feb
b	List of committee roles	Helen	April
c	Format Festival debrief notes into action items for 2016 festival	Sue	May/June

Item 1.3.a Discussed Treasure’s motion to executive committee:

Motion; Increase bank account withdrawal limit amount from \$5,000 to \$10,000. To make paying festival accounts easier and more timely. Motion tabled by Helen Ludellen. Seconded; Kim Wheeler All in favour Motion Carried.

Item 1.4. Continue Debrief from Mountaingrass 2015

Item 1.4. a. Review Artist Contract forms

Follow up with Sebastian about documentary/film stuff. Helen is communicating with him.

We need to make sure we have signed permission from all the artists for using any material recorded at Mountaingrass for publicity purposes.

Maybe add some wording in the Terms and Conditions about consequences if availability changes for the band from what was on the original application.

Action Item 1.4 a; Review and update Artist Contract forms;

Lachlan and Mick ensure this permission/release is explicit in artist contract forms.

Item 1.4.b Improve artist application forms; to ensure artists know all expectations and requirements. Needs to include blurb about band and photo. Preference may be given to bands who are available all weekend.

Into the application terms and conditions: you agree to donate a CD for the raffle. Make a separate option for people to apply to do a workshop only, non-performers.

Jenine has created a new form for 2016 that is located at:
<https://docs.google.com/a/torkington.com/forms/d/1DsIdwnObYuCJ13rZ4ykoiND5-r4a0wLfuWStZLCj-pk/edit>. Mick, Jenine, Kim, Donal and Lachlan have editor access. Anyone else who wants it, just ask Jenine and she'll send through access.

Action Item 1.4.b All, look at Artist application forms and feedback to Jenine.

Item 1.4.c Artist Application timeline:

Artist applications Open: March 1st. Close: 10pm May 1st.

Successful applicants notified by June 1st.

Signed contract out to artists by September 15th.

Must be Returned from artists by October 1st.

Action Item 1.4.c Timeline to be posted on Website.

Dates; as they open and close to be posted on Facebook and other social media.

Item 1.5. Vice President position – has become available. In the terms of Model Rules the executive can appoint someone to this position at a monthly meeting. Jenine will email membership requesting nominations from interested parties. The email will include expectations of Vice President's position and duties. Eg. Must be available to call in to meetings and chair any meetings where President is unavailable. Preference will be given to those who have served on committees for other festivals or similar organisations. Applicant interest needs to be entered before next meeting.

John Taylor has applied. All applications will be considered and appointment made at February meeting.

Action Item 1.5 Jenine to email members requesting nominations. Nominations considered appointment made

Item 1.6. Treasurer's report - Helen

Account balance shows, \$41,000 in various accounts.

Final Mountaingrass figures will be available for February meeting.

Any outstanding accounts: \$1600 still outstanding.

Item 1.7 Secretary's report – Sue

Item 1.7.a Consumer Affairs Victoria annual statement and changes.

Helen has sent in the report to CAV, correcting our address and committee information, and paid the fees. Done

Item 1.7. b Membership Secretary, Donel emailed suggested changes for discussion.

Donal has added all membership details from Jenine to the new spreadsheet, plus members from the paper forms from the festival registration. ABOTMA now has 269 registered members. He has sent through a few thoughts on how to put the membership form together to simplify and make it easier downstream. He is simplifying membership type as well (double membership seems pointless).

Action Item 1.7.b Donel to continue processing memberships

Item 1.7.c Ideas for benefits of membership: discounts on air travel with instruments? or PLI that can be extended to members? Affiliated Bands can offer discount tickets to gigs?

Action Item 1.7.c All continue discussion and allocate inquiries.

Item 1.7.d Dates for ABOTMA memberships:

model rules state memberships have to run over the financial year. Might work better if memberships run calendar year. Have to consider both benefits of one over the other, and how, logistically, we're going to make the shift. Extend previous year membership by 6 months, or offer pro-rata payments for shorter term memberships. Would have to amend at AGM. OR (Model Rules)

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

Note In addition to certain matters specified in the Act, a special resolution is required—

(a) to remove a committee member from office ; (b) to alter these Rules, including changing the name or any of the purposes of the Association.

Action Item 1.7.d Further discussion required.

Item 1.8 Mountaingrass Ticketing – Helen

Door Sales:

3 day pass: 171

2 day pass (season ticket sold on Saturday): 29

Total season ticket sales at door: 200

Friday only: 30

Saturday only: 82

Sunday only: 19

iWannaTicket:

Season: 247 (individuals)

Friday: 6

Saturday: 18

Sunday: 1

Totals:

Season: door + online sale: $200 + 247 = 447$

Friday: door + online: $30 + 6 = 36$

Saturday: door + online: $82 + 18 = 100$

Sunday: door + online: $19 + 1 = 20$

TOTAL individual tickets sold: 603

Last year:

319 season passes

135 day and evening tickets

454 individual tickets.

Increased ticket sales by 32% in 2015 from 454 to 603.

Item 1.9. Marketing for 2016

Rhythms Magazine for March/April (festival special).

Action Item 1.9 Jenine send the e-mail to Kim and Helen and talk about budget and see if we want to send that in.

Item 1.10. Any Other Business:

Item 1.10.a. Girgarre Moosic Muster: donation of a double season pass to Mountaingrass 2016 for their raffle. In return for borrowing some of their instruments for Mountaingrass - Helen. No Action

Item 1.10.b. Brisbane Valley Bluegrass Festival - Sue. Looking at a small New Bluegrass festival in SE Qld. All on hold until a suitable venue is found. No Action

Item 1.10.c. Sponsorship Visas; Lachlan is being approached by people who would like help from ABOTMA to sponsor musicians traveling from overseas, asking “how much we charge.” What’s our liability if we sponsor musicians for Visas? Are we guaranteeing their income while they’re in Aust. Conditions of Visas are not to be messed with. Do we want to put together a list of conditions under which we are and are not willing to help people with Visa sponsorships, specifically with input from

Donal? What if one of our partner groups wanted help with Visas for visiting performers? Foggy Mountain Bluegrass Festival, Dorrigo, Kelly Country Pick? Donal recommends caution, staying exclusively with ABOTMA artists only. No Action

1.11. Next Meeting; Teleconference Meeting – Tuesday 9th February
 9.30pm (NZ) 7.30pm EDST(Vic, NSW, ACT) 6.30pm EST (QLD) 4.30pm (WA)

Action Items in Brief

No.	Action	Who	When
a	Increase withdrawal limit on the bank account from \$5,000 to \$10,000? See Motion 1.3.a above.	Helen/Lachlan	Feb
b	List of committee roles	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.	Sue	Feb
1.4.a	Review and update Artist Contract forms; ensure permission/release is explicit in artist contract forms.	Lachlan / Mick	May
1.4.b	Look at Artist Application form on Website and feedback to Jenine.	All	Feb
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 ongoing
1.5	Vice President position, email members requesting nominations. Nominations considered, appointment made	Jenine All Exect.	ASAP Feb
1.7.b	Continue processing memberships	Donel	ongoing
1.7.c	ABOTMA member benefits? continue discussion and allocate jobs for inquiries.	All	ongoing
1.7.d	ABOTMA membership Dates Further discussion required.	All	Feb
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	Jenine	Feb

Sue Dwyer.

Secretary

Australasian Bluegrass and Old Time Music Association (ABOTMA)

www.abotma.org.au

organising

Mountaingrass 18-20 November, 2016

www.mountaingrass.com.au