

Minutes of Committee Meeting March 2016

Date: Tuesday 15 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, Leonard Cohen VP, Sue Dwyer– Secretary, Helen Ludellen – Treasurer, Donal Baylor – Membership secretary, Mick O’Neil – Programming, Jenine Abarbanel – Communication, Kimberly Wheeler – Advertising, John Taylor – Legal & Governance	
APOLOGIES:		

Item 3.1 Welcome New Vice President, Leonard Cohen and John Taylor, Legal and Governance

Item 3.2 Minutes from the previous meetings to be confirmed as true and accepted; by Sue Dwyer, Seconded; Donal Baylor

Item 3.3 Action items from previous meetings MARCH meeting additions in Bold

No.	Action	Who	When
1.3.a	Increase withdrawal limit on the bank account from \$5,000 to \$10,000? Done. Confirmation letter received by Lachlan. Alan Abraham has been removed as signatory. It was decided we need a third signatory. Leonard was appointed. Jenine Moved; Vice President, Leonard Cohen has been appointed as signatory, along with current signatories Lachlan Davidson and Helen Ludellen, for ABOTMA account at Bendigo Bank. Seconded; Sue Dwyer Carried. Action Item 1.3.a Leonard to visit Bendigo Bank	Helen/Lachlan Leonard	Feb March
1.3.c	Format Festival debrief notes into action items for 2016 festival	Sue	May/June
1.4.a	Review and update Artist Contract forms; Ensure permission/release is explicit in artist contract forms. Add Artist merchandise donation. Donal has covered these in application forms. Continue to look at information necessary on Artist Contract forms	Lachlan / Mick Donal /JT	May
1.4.c	Artist application Timeline to be posted on Website. 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. Dates; as they open and close to be posted on Facebook and other social media. Discussed changing dates and whether to include artist schedule/program times on contract. Decision; leave dates as above. Information if/as available to go on Artist Contract forms.	Jenine Jenine	Feb ongoing
1.7.b	Continue processing memberships. Helen requested a list of current members. Donal has sent her a list of all 280 members.	Donal	ongoing
1.7.c	ABOTMA member benefits? continue discussion and allocate jobs for inquiries. Discussion; Donal has been looking at possibility of PLI and musical instrument insurance? Lachlan suggested becoming an association on the airlines list of extra baggage for instruments. Benefits for non-musician members? Branded coffee cups? Tote bags? Enter a prize draw?	All	Ongoing

	Action Item 1.7.c Continue to think of ideas and suggestions. Further discussion next meeting. Donal suggested doing a Membership Survey, to get suggestions and feedback. Some questions to include; Why people joined? What benefits do they want? Membership dates, financial year v calendar year?	All Donal	April May/June
1.7.d	ABOTMA membership Dates Further discussion required. After discussion it was decided to leave dates for now and look at results of survey, see 1.7.c.	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 Look at cross promotion deal? Suggest a Bluegrass edition. Continue to look at when festival tickets go on sale. Discussed holding off until we have feature artist locked in and closer to Festival. JT suggested, instead of paying for advertising, we could offer to write a freelance article on Bluegrass in Australia (in general) featuring Mountaingrass. Possibly offer 2 x free Mountaingrass tickets. JT has offered to write article if successful.	Jenine Lachlan Lachlan JT	Feb March April If needed

2.3	Lock in US artist ASAP. Look at short list next meeting. Mike Compton will be in Australia at Dorrigo festival, so should have cheaper travel costs. Mick suggested Mike may be available to do a mandolin Masterclass on Friday. Mick to contact Mike and discuss. Lachlan has been in discussion with Rob Ickes and Trey Hensley. They would not be available before festival. Lachlan to continue discussions. All agreed; for Mick and Lachlan to try to negotiate firm offers with Mike, Rob and Trey ASAP.	All committee Mick Lachlan	March ASAP ASAP
2.4.b	Look at ways to scale back costs and increase revenue for 2016. Review and comment on proposed 2016 budget. Continue. Discussed suggestions for reducing costs. Lachlan asked if we can reduce marquee costs? Helen replied a marquee from Melbourne may be cheaper to hire but travel costs would be much more. Lachlan suggested we look for sponsorship to help with marquee costs. Offer advertising space in, on or around marquee. May have more luck applying to Bendigo Bank head office. Kim may have a contact. Action. Talk to Bendigo bank and Alpine Shire Council re. sponsorship.	All committee Lachlan	April August/ Sept
2.4.c	Look at best deal for savings account. Hold over to next meeting	Helen	April
2.7	All committee review volunteer jobs descriptions and feedback to Helen. Continue.	All committee	April
2.8.a	Lachlan has some notes from meeting with George J. and Bridget R. to share with committee. George is moving to Nashville and is in discussions with Vanessa McGowan NZ, about touring US bands in NZ and Australia. Hold over to next meeting	Lachlan Lachlan	March April
2.8.c	Website; Helen has a contact, she will ask him to do up a demo page and give us a quote. John Hilvert is happy to do this but would like to get started ASAP. All agreed. Action item 2.8.c Helen to contact John to go ahead. Kimberly and Jenine to be involved in project.	Helen Helen Jenine/Kim/ John	March March Ongoing
2.8.d	Advertise sale of 2015 Mountaingrass merchandise at reduced price on social media and website. Kim has merch and is building an online shop. This will be ready for Jenine to put on website soon. Action Item 2.8.d Online shop for merchandise up and running from Website. Advertise through social media when it's ready.	Jenine Jenine/Kim	March/ April April/May
2.8.e	Further discussion re. coordinator for more non food stalls 2016 continue discussion next meeting Wayne Perry has inquired about setting up stall for display and sale of instrument cases. He has also offered to donate a raffle prize of \$580 Presto case.	All	April

	Action Item 2.8.e Helen to respond to Wayne's email.	Helen	March
2.8.g	New ABOTMA Executive email list Done New ABOTMA committee email list Done Some concern about emails forwarded from Website showing up as from list@abotma.org.au Jenine to follow up and define.	Jenine	ASAP
2.8.g	Helen to include free camping at Smoko and Freeburg on website. Send info to Jenine to put on website and in newsletter.	Helen	March/ April

New business

Item 3.4 President's report – Lachlan – Nothing to report at this time.

Item 3.5 Treasurer's report – Helen

- a. Report on the previous month – report has been emailed to everyone.

Item 3.6 Secretary's Report – Sue – nothing to report

- a. Memberships – Donal – nothing to report

Item 3.7 Programming Report – Mick

- a. Who is receiving artist applications? Donal and Jenine.

Action Item 3.7.a Donal to forward all Applications to Perform to Mick.

- b. Is someone responding with, “Thank you your application has been received, you will be notified by June 1st if successful.” ?

Action Item 3.7.b Jenine is generating an autoreply.

- c. Who is on programming committee for 2016? Who is leading it?
Lachlan explained how the team idea has proven to work well in the past and we are all happy for that to continue. Mick suggested a small team who can get together occasionally makes planning easier. Donal is interested in joining Mick and Lachlan on programming team. Mick will lead team and report to committee at monthly meetings. All team members and other committee members will have some input.

Action Item 3.7.c Lachlan will have an informal meeting with George, Kim, Donal at National Folk Fest.

Item 3.8 Operations report – Helen

Helen has been writing up job descriptions, and archiving festival information on Dropbox. Will Manovel set up the original Strategic Plan, but this needs updating and we should look at a new Mountaingrass business model to reflect the income changes.

Action Items 3.8.a Plan a meeting to update Business Model. Tuesday 12th April or at GAP 16th April.

3.8.b Lachlan, can you please put artwork and any other branding info on to Dropbox file?

3.8.c Review job descriptions, and start thinking about how they are to be filled. ALL

Item 3.9 Communications, Correspondence In / out - Jenine

- a. Who is responsible for replying to and referring on emails that come to info@abotma.com? Jenine in the first instance, then passing them on to respective committee members. Helen has been receiving and replying to most.

Action Item 3.9.a Jenine will set up auto-reply to emails saying;

“Thank you for your inquiry, someone will get back to you as soon as possible”.

- b. Email from Autumn Leaf Cottages Harrierville.

Action Item 3.9.b Jenine to reply to this email telling them a detailed response will coming shortly.

- c. John Tait's instrument offer- Lachlan has responded and will respond further in more detail after discussions with JT regarding legal issues.

Action Item 3.9.c Lachlan and JT, with John Tait's approval, will draw up agreement.

- d. Has anyone replied to emails enquiring about artist applications that were received before opening date? Yes, see 3.9.a
- e. Email from Rebecca Bradbury? Telling us Brittany Haas, Paul Kowert & Jordan Tice are interested in applying. Also Kyle Tuttle & Hit and Run band. These and any other performer inquiries should be directed toward the website application process.

Action Item 3.9.e Refer any performer inquiries to website applications.

- f. Best use of Dropbox for committee? See 3.8.a

Item 3.10 Website Sub-committee; Who is on it? Who is leading it?

Jenine, Kim and John Hilvert. See Item 2.8.c

Item 3.11 Grants and Sponsorship Put on agenda for Business Model meeting.

- a. Bendigo Bank sponsorship
- b. US Embassy sponsorship

Item 3.12 AOB items:

Video footage from Roger McKenna – Helen has received a huge file of footage. Does anyone want to look through it? Kim will, and may be able to use some clips for the website or other advertising.

Action item 3.12 Send video file to Kimberly. Helen.

Next Meeting April 19th (please NOTE; daylight saving will be finished so your time may change)

Footnote – some of us will be at the GAP 15-17 April. Let's have a mini meeting and spread the word for possible volunteers.

Action Items in Brief

1.3.a	Leonard to visit Bendigo Bank	Leonard	April
1.4.a	Continue to look at information necessary on Artist Contract forms	Lachlan / Mick Donal /JT	May
1.7.c	Continue to think of ideas and suggestions. Further discussion next meeting. Membership survey	All Donal	April May/June
1.9	Rhythms Magazine article	Lachlan	April
2.3	Negotiate offers for US feature artists	Mick/ Lachlan	ASAP
2.4b	Cost saving measures? Talk to Bendigo bank and Alpine Shire Council re. sponsorship.	All Lachlan	Ongoing July/Aug
2.4.c	Look at best deal for savings account.	Helen	April
2.7	Review Volunteer Jobs Descriptions (Dropbox) and feedback to Helen.	All committee	April
2.8.a	Lachlan's notes from meeting with George J. and Bridget R. to share with committee. Including info about George's plans to tour US bands in NZ and Australia. Hold over to next meeting	Lachlan	April
2.8.c	Website; Helen to contact John Hillvert, to go ahead and update website Kimberly and Jenine to also be involved in update project. Website subcommittee, Kim, Jenine, John H.	Helen Jenine/Kim/ John	March Ongoing
2.8.d	Online shop for merchandise up and running from Website. Advertise through social media when it's ready.	Jenine/Kim	April/May
2.8.e	Further discussion re. coordinator for more non food stalls 2016 continue discussion next meeting Helen to respond to Wayne's email.	All Helen	April March
2.8.g	Look at list@abotma.org.au	Jenine	ASAP
2.8.g	Info for free camping at Smoko and Freeburg on website. Send info to Jenine. Jenine to put on website and in newsletter.	Helen Jenine	March/ April
3.7.a	All Applications to Perform to be forwarded to Mick.	Donal	Ongoing
3.7.b	All Performer Applications to be replied to.	Jenine	Ongoing
3.7.c	Lachlan will have an informal meeting with George, Kim, Donal at National Folk Fest	Lachlan/George /Kim/Donal	April
3.8.a	Plan a meeting to update Business Model. Tuesday 12th April or at GAP 16th April.	Sue	April
3.8.b	put artwork and any other branding info on to Dropbox file?	Lachlan	April
3.8.c	Review job descriptions, and start thinking about how they are to be filled.	All	April
3.9.a	Set up autoreply to all emails	Jenine	ASAP
3.9.b	Reply to Autumn Leaf Cottages	Jenine/Helen	ASAP
3.9.c	Lachlan and JT, with John Tait's approval, will draw up legal agreement re. instrument offer.	Lachlan/ JT	
3.9.e	Refer any performer inquiries to website applications.	All	Ongoing
3.11	Put Grants and Sponsorship on agenda for Business Model meeting	Sue	April
3.12	Send Roger McKenna's video files to Kim	Helen	ASAP

SPECIAL Addition Item from Business Plan meeting April for approval.

Treasurer Helen Ludellen moved that \$30,000 currently in savings account Bendigo Bank, be transferred into a six month term deposit account in Bendigo Bank. Seconded by Leonard Cohen (Vice President)

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