



**DEEP ROOTS**  
MUSIC COOPERATIVE

**BOARD MEETING**  
**PETER'S HOUSE**  
(63 MARSH HAWK DRIVE)  
**August 10, 2015 - 7:00 p.m.**  
**MINUTES**

**Present:** PETER MOWAT, KEVIN WEST, JIM MURPHY, MARCELLA ARCHER,  
BIRDIE BEZANSON

**REGRETS:** DON REGAN

**1. Approval of agenda**

- a. Moved – Marcella; 2<sup>nd</sup> - Jim

**2. Review of calendar**

- a. September meeting moved to Monday September 14<sup>th</sup>  
(originally scheduled on Labour Day Sept 7<sup>th</sup>)

**3. Approval of Minutes from July 13, 2015**

- a. Moved - Jim

**4. Business Arising – see action item list updates**

- a. Need new office computer as discussed in last meeting;  
Board accepted Bruce's quote (Peter – AI) Moved – Peter; 2<sup>nd</sup> -  
Kevin
- b. Dave unable to attend Contact East. No members to attend  
due to the Festival the following weekend.
- c. Discussed member to attend Music PEI - tabled
- d. Rental partnership with Grapevine is ongoing
- e. Database – arrange for license for Shared Hosting Plan to  
run through August and September; not necessary for the rest of  
the year

**5. Treasurer's Report**

- a. Marcella presented financial report

- b. Moved to accept financial report – Kevin; 2<sup>nd</sup> Jim
- c. Signing Authority – arranging to give Marcella signing authority; Leslie to remain until after this year's Festival
- d. Discussed policy for invoicing for services; Marcella to attend Festival Comm meeting to discuss procedure (AI)
- e. Request Festival Comm describe services on cheque requisition (Marcella - AI)
- f. Received Heritage Grant / various local sponsorship

## **6. Festival Update**

- a. Suggested Board members to attend virtual run through on Sept 2<sup>nd</sup> Festival Comm meeting.
- b. Summer Student – original hire unable to continue due to personal difficulties; new student, Rebekah Hutten, started today, August 10<sup>th</sup>; to pay stipend to interim summer student for service (Marcella – AI)

## **7. Other Business**

- a. New computer – Board agreed to accept Bruce's quote, see above and July minutes (Peter – AI)
- b. Email list update
  - i. update newsletter email list pending; all others completed (Jim AI)
- c. Action Item (AI) document to become part of the minutes to record specific details regarding financials and people involved in Board activities; AI not posted to website; Moved – Jim; 2<sup>nd</sup> - Peter
- d. Other/new projects
  - i. No arrangement with Berwick Gala Days to facilitate live music

**8. Adjourn** – Moved – Jim; 2<sup>nd</sup> - Kevin

**9. Next Meeting** – Sept 14, 2015 (moved from Sept 7<sup>th</sup> Labour Day)