



DEEP ROOTS
MUSIC COOPERATIVE

DRMC Board of Directors Minutes of Meeting

Date:	September 13, 2010
Time:	7:00 PM
Location:	Kingstec Campus, CSS Boardroom, Kentville, NS
Present:	Peter Mowat (<i>Chair</i>), Trish Gerrits (<i>Recording Secretary</i>), Bernie Young, Colby
Regrets:	Clarke, Debbie Roza-Mercier, Kathleen Hull, Julie Harris, Marie Jardine Angie Davidson

1.0 APPROVAL OF THE AGENDA

Approval of Agenda – Motion carried

2.0 APPROVAL OF AUGUST 9TH MINUTES

Approval of Minutes *with changes outlined below* – Motion carried
(moved by Kathleen, seconded by Bernie)

Action: Trish will make the following changes to the August 9th minutes:

Changes to Minutes:

- o Under 3.0 – change Ken Strickland to Kim Strickland
- o Under 3.0 - remove February 22nd as the first concert series date
- o Under 3.0 - change Peter to Debbie on the action to contact Peter Shepherd
- o Change Kings CED to Kings RDA under location of meeting

Action: Peter will forward the Festival Committee's response regarding the Artist Sketching fundraiser event.

Action: Peter will forward survey databases to Colby, Bernie and Angie.

Action: Peter will send out the logo from Stephen Slip that is going to replace the festival logo at the top of our website.

BUSINESS ARISING

Programmer Position:

Kathleen distributed a Position Evaluation Template to board members. It was recommended and agreed upon that the evaluation would be completed for all paid positions (Programmer, General Manager, and Summer Student) this fiscal year and then completed for all board members next year.

A discussion took place as to who should evaluate the three paid positions and the following was agreed upon:

Programmer Evaluation:

- General Manager
- Chair, Festival Committee
- Chair, Board of Directors
- Summer Student

General Manager Evaluation:

- Programmer
- Treasurer
- Summer Student

Summer Student Evaluation:

- TBA

Completion of the evaluations should be prior to October 31, 2010.

Action: Kathleen will distribute the evaluation, collect and consolidate the feedback, and then share with board members.

Action: Peter will talk to Lisa about drafting their perspective of the job descriptions for the Programmer and all committee chairs.

Approval of Evaluation Process – Motion carried (moved by Kathleen, seconded by Bernie)

3.0 REPORT FROM GENERAL MANAGER

General Manager's Report:

Report was submitted by Debbie and reviewed by the committee - see Appendix I.

Bringing it Home Concert Series:

It was agreed that we move forward with the "Bringing it Home Concert Series" and the 5 concerts recommended by Debbie.

Motion carried (moved by Bernie, seconded by Kathleen)

Grant Application for Additional Spring Concert:

It was agreed that Debbie would move forward and pursue the planning of a larger concert for the spring of 2011 based on the proposed budget. This will involve the preparation of a grant application which would need to be submitted on or before October 15, 2010.

It was also noted that signed contracts are not necessary for the grant applications; agreement in principle would be acceptable.

Motion carried (moved by Kathleen, seconded by Bernie)

Action: Debbie will prepare a grant application and submit on or before October 15, 2010.

4.0 FESTIVAL COMMITTEE

Survey Update:

Acadia students are preparing two surveys - one for the festival and another for businesses.

Comp Tickets:

Peter has 40 tickets to be distributed to people who would normally not make the purchase.

Update on Thursday Night Event:

There have been 16 tickets sold to date and Paddy's will be donating \$1000 to cover the performer fee and sound equipment.

5.0 STRATEGIC PLANNING

Kathleen would like to present the budget to the board during the December meeting. She will need the Festival Committee to have their draft budget ready by November 15th, 2010.

Action: Colby, Bernie and Angie will have the business plan ready for Kathleen prior to the November 15th.

6.0 FINANCE

Financial Report

Balance Sheet (see Appendix II) and Income Statement (see Appendix III) were submitted by Julie and reviewed by the committee.

Julie advised that the performance fee is \$35,000 and all cheques for performers have been written and signed.

Julie also announced that she will be resigning as Treasurer on October 31st of this year. Debbie and Julie will review year end financials with the new Treasurer.

Approval of Financial Statements *with changes outlined below* - Motion carried (moved by Bernie, seconded by Kathleen)

Action: Julie will adjust Income Statement to reflect the following: decrease advertising revenue by \$500 making the actual balance \$0.00; add \$500 to advertising expense making the actual balance \$3,447.10.

7.0 NEW BUSINESS

AFM Contract / Union Issues:

We currently have an active contract with AFM that was signed by Don Osburn. We were contacted by AFM requesting two free passes to the festival which, in return, raised some questions about an overdue amount that the DRMC owes AFM.

We will look at terminating this contract once we receive a copy and review the terms.

Action: Debbie will email a copy of the contract to the Board. A decision will be made at the next meeting as to how we deal with this contract.

DRMC Office:

The Festival Committee has been actively using the DRMC Office in preparation for the DRMC Festival. The constant activity and social gatherings tends to create challenges for the General Manager when trying to get work completed.

Action: Peter will raise Debbie's concerns during the next Festival Committee Meeting.

The lease for the DRMC Office will be up the end of the October. A decision will be made as to whether or not we need to maintain this space after the festival.

8.0 ADJOURNMENT

Meeting adjourned at 9:55 PM

Motion to adjourn carried – (moved by Bernie, seconded by Colby)

9.0 NEXT MEETING

Monday, October 11, 2010

Fox Hill, Kentville, NS

7:00 PM