



DEEP ROOTS
MUSIC COOPERATIVE

DRMC Board of Directors Minutes of Meeting

Date:	October 11, 2010
Time:	7:00 PM
Location:	Kingstec Campus, CSS Boardroom, Kentville, NS
Present:	Peter Mowat (Chair), Trish Gerrits (Recording Secretary), Bernie Young, Kathleen Hull, Julie Harris
Regrets:	Angie Davidson, Colby Clarke, Debbie Roza-Mercier, Marie Jardine

1.0 APPROVAL OF THE AGENDA

Approval of Agenda – Motion carried

2.0 APPROVAL OF SEPTEMBER 13TH MINUTES

Approval of Minutes – 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.

Financials:

There is an additional \$5800 from grant and sponsorship revenue that needs to be added to the Emerging Artists section of the GM's report.

Website:

It was discussed and agreed that both the monthly GM and Financial reports should not be posted on our website.

Action: Trish will remove the monthly reports from the previous posted minutes and send revisions to Peter.

Action: Peter will ensure that the old minutes are replaced with the revised online.

Public Relations:

A discussion took place regarding the importance of having someone designated to Public Relations who can ensure we have more publicity around our events and pictures on our website.

Action: Bernie will contact Karen Corey to see if she's interested in joining the board as our PR person.

New Project Approval Process:

It was agreed that we need a clear process for approving new projects. Kathleen suggested a "New Opportunity" checklist that could be used to give some structure around this process. This will give us adequate time to reflect and make decisions on any new projects presented to the Board.

Action: Kathleen will bring a Program Proposal Policy & Procedure document to the board prior to the AGM.

4.0 FESTIVAL COMMITTEE

RFP for Programmer:

It was recommended that a Programming Committee might take the place of an individual Programmer.

Motion carried to move the approval for the Festival Committee to be responsible for the programming of the festival - (moved by Bernie, seconded by Kathleen)

5.0 STRATEGIC PLANNING

Office – Renewal of Lease

Motion carried to extend the office lease to the end of January 2011– (moved by Bernie, seconded by Kathleen)

GM Position – Extension

Motion carried to extend the GM position to the end of January 2011 up to a maximum of 30 hours/week – (moved by Kathleen and seconded by Bernie).

Treasurer & Potential Board Members

Julie has agreed to meet with Debbie prior to the next meeting to review the financials and take care of any loose ends.

Once books are closed, it was agreed that they would be sent to a Financial Reviewer.

Bernie has agreed to be involved with the closing of the books and will assume the duties of the Treasurer until we find a replacement for Julie.

A number of people have expressed interest in joining the DRMC.

Action: Peter will do some research on how to recruit new board members.

Action: Julie will meet with Debbie sometime prior to the next meeting to review the financials and tidy up any loose ends.

6.0 FINANCE

Financial Report is not complete; however, Julie will forward what she has to the Board.

Action: Julie will forward the Financial Report to the Board.

7.0 NEW BUSINESS

AFM Contract/Union Issues:

It was agreed that we would pay the \$400 and have the GM forward a letter stating that we are no longer interested in participating.

Action: Debbie will forward a letter to the AFM stating that we are no longer interested the AFM Contract.

AVESTA Award:

DRMF was nominated for an award in the Events Legacy Category. The winner will be announced during a luncheon at the Old Orchard Inn on Friday, October 29th.

8.0 ADJOURNMENT

Meeting adjourned at 9:30 PM

9.0 NEXT MEETING

Monday, November 1, 2010
Kingstec Campus, CSS Boardroom
7:00 PM