



DEEP ROOTS  
MUSIC COOPERATIVE

## Meeting Minutes for Board Meeting on September 16, 2018

**Location:** 63 Marsh Hawk Drive, Wolfville, NS  
**Time:** 7:00 pm to 9:00 pm  
**Present:** Peter Mowat, Kevin West, John Burdock, Gerry Davis,  
**Regrets:** Jim Murphy, Don Regan

### Preamble -

#### 1. Approval of Agenda

- Peter requested motion for approval of the agenda.
- Motion to Approve by Kevin; Carried

#### 2. Review of Calendar

- Review of festival

#### 3. Approval of Minutes from last Meeting (2018-08/28)

- Peter requested motion for approval of the minutes from the last meeting.
- Motion to Approve by Kevin; Seconded by Peter; Carried.

#### 4. Business Arising (Ref: Action Items List Updates)

- Grapevine outstanding rent will probably be used to offset advertising

#### 5. Treasurer's Report

- We reviewed the balance sheet. Accounts Receivable amount of \$11,367.30 is largely the \$10,500 Operating Grant. Refer Action Items
- Gerry indicated the Bank Reconciliation is out approximately \$140. He is to investigate further.
- Motion to accept financial statements as presented by John, second Kevin: Carried

#### 6. Other Business

##### a. Bookkeeper



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- We discussed offering Carol Martin part time bookkeeping work as assigned to assist Gerry and John, and to invoice us for her time. Gerry to present the offer to Carol. Motion to approve Gerry, second John: Carried

### **b. Strategic Plan**

- Peter recommended we have a meeting dedicated to reviewing our Strategic Plan which expired this year. Date is to be set at next board meeting.

### **c. CRA**

- WE need to have CRA account contact changed to Gerry from Marcella. Refer Action Items.

### **d. Board Members**

- We have two recent recommendations for new members. Kevin is to look into one and Peter the other. Refer to Action Items.

## **7. Meeting Adjournment**

- Peter requested motion to adjourn the meeting.
- Motion by John; Seconded by Kevin; Motion Carried.
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- **PLEASE NOTE: The NEXT MEETING is Wednesday October 10, 2018 at Kingstec**