

Oregon Bluegrass Association



Minutes of the Special Meeting of the Board Held Tuesday February 13, 2018 at the Connell residence

Tony McCormick called the meeting to order at 7:18 PM, and Ron Preston took the minutes. He introduced Dr Kerry Callahan, who is a member interested in how the OBA Board functions.

Officers, Directors and Members attending: Tony McCormick, Ron Preston, Jim Miernyk, Linda Leavitt, Pat Connell, Chris Knight & Dr Kerry Callahan.
Donna Dunaif, Chip Russell, John Hart, & Steve Eggers attended by Telcom.

Treasurer's Report:

Jim reported that as of January 31st, we have \$5,700 in the general account, and \$6,331 in the Chicks Kids account, \$4,001 in the Waller account, and \$1,500 in the S OR chapter general account & \$577 in savings account. He also advised we received a \$1,500.00 grant from the OR Community Foundation-Bowerman's of which \$1000 is for Chick's Kids & \$500 is for the Express publication. The Gospel show had 180 attendee's (75 members and 105 nonmembers), Nine memberships were sold or renewed, sponsorship donations secured by David Day covered all the expenses, and we received \$2,170 from the show. Thanks David & all the volunteers. Claire Levine House concerts now have OBA insurance coverage. He also provided the Board with a procedure outline to track membership contact information, changes, renewals, and sales for the various officers & committees that require the information. Then;

- A **motion** was duly made by Tony and seconded by Pat and by a unanimous vote, this new procedure (see below) was approved for use.

Secretary's Report:

Ron asked if everyone had reviewed the minutes of the January Special meeting, then;

- A **motion** was duly made by Chris and seconded by Tony and by a unanimous vote, the minutes of the January Meeting were approved.

Old Business:

Committee Reports:

- ❖ Merchandise – Need help taking merch, banners, signs & banners to/from Wintergrass
- ❖ Event Committee – Chris advised that the Cerimon House is too expensive for events. He personally paid the \$600 venue cost for the Chris Jones concert which had 48 attendee's.
 - A **motion** was duly made by Pat and seconded by Linda and by a unanimous vote, it was agreed that we would repay Chris the \$600.

The new venue, Alberta Street Pub with their ticket agency, will begin a local artist series "BG Series" on April 14th. This will be a good way to showcase OBA member bands.

- ❖ Web Committee – John advises that radio listeners are up 39%. Need photos of new bands, Scratch Dog String Band & Dogwood String Band. Nancy will proof press release posts.
- ❖ Volunteer Committee – No report
- ❖ Membership – Chip advised roster is at 297, with 27 new / renewed members since last meeting. He advised that there is still an issue with getting the address information from PayPal.
- ❖ Member Liaison – Pat will send out Express issues to the new members
- ❖ Express Committee – Spring issue mostly ready. Buel printing & mailing working well so far
- ❖ Express Ads – ads can now be purchased through PayPal. OBA band list is being updated.

- ❖ Publicity Committee – Steve, seeking sponsors from banks and other businesses
- ❖ Development Committee – Need to review Umpqua Bank application at next meeting. Also need to apply for Lagunita's \$5000 Music Ed Grant by March 16th for August distribution.
- ❖ Chicks Kids – No report
- ❖ Waller – John still needs photos for web promotion.

New Business:

2019 Calendar: Linda will get a price for 100 copies from Buel & provide at next meeting

Gay Pride Festival: Donna advised she is waiting on getting the registration application from Pride NW. Will have more information on that and merchandise at the next meeting

Amend Bylaws: Ron will draft a change to allow Gospel Show to fund OBA festival events, and move the annual meeting from 2nd Sunday to the 2nd Saturday in April.

Annual Meeting: We're still seeking a venue, will advise at next meeting.

Nomination Committee: Pat & Tony still working on a replacement list of Officers & Directors.

Membership data problem: New procedure should help resolve issues. Will review at next meeting.

Meeting adjourned at 9:05 pm.

Tony advised that the next meeting will be held on March 13th at Pat Connell's residence. Please advise Ron if you cannot attend and have topics for discussion.

OBA Membership Procedure

Date Procedure Finalized or Reviewed: *January 2018*

Definitions			
1. OBA Memberships may be received at the following:			
A. Concert/Festival			
B. Online/PayPal			
C. Mail to PO Box			
D. Hand Delivery (to Board Member)			
2. OBA Memberships include:			
A. Individual New or Renewal One Year Membership			
B. Individual New or Renewal 3 Year Membership			
C. Band New or Renewal Membership			
D. Contributing Business New or Renewal Membership			
3. OBA Membership information is maintained and administered by the Membership Director			
4. Supporting the Membership Director in membership administration are:			
A. Membership Liaison			
B. OBA Board Members			
C. Responsible Volunteers			
5. Membership information (Name, address, duration of membership) is recorded in the Master Membership Spreadsheet			

Concert/Festival	
Responsible volunteer - at the event, place membership form in cash box	Total Time - 7 Days
Responsible volunteer - within 3 days of the event, either (1) send email to Membership Director (and copy Membership Liaison) with all new or renewal membership information OR (2) provide the Membership Liaison or a Board Member with all the membership forms	
Membership Director - within 4 days confirm receipt of all the membership information to the Responsible volunteer and Membership Liaison AND confirm updating of the Master Membership Spreadsheet	
Member - If they did not receive an Express at the event, the new member will receive the next regularly scheduled Express	

Online/PayPal	
Membership Director - within 7 days of a PayPal membership payment, update the Master Membership Spreadsheet. If the mailing address is unknown, inform the Membership Liaison	Total Time - 7 Days Up to One Month
Treasurer - once a month, send the Membership Director and Membership Liaison all new and renewal memberships from PayPal	
Membership Liaison will perform outreach to determine the mailing address and inform the Membership Director of member details. If unable to determine the member information, inform the Board who will assume responsibility for further outreach, member information gathering, and follow up with the Membership Director. Mail new/renewed member a copy of the Express if the member joins in January, April, July, or October since the Express will have already been mailed	

Mail/PO Box	
Responsible volunteer - pick up mail twice a month from P.O. Box. Either email Membership Director all member details or hand deliver forms within 3 days of pickup. Copy Membership Liaison on email	Total Time - 7 Days Up to One Month
Membership Director - Update Master Membership Spreadsheet within 4 days of receipt of membership information	
Membership Liaison - Mail new/renewed member a copy of the Express if the member joins in January, April, July, or October since the Express will have already been mailed	

Hand Delivery (to Board Member)	
Board Member - Either email Membership Director all member details or hand deliver forms within 3 days of receipt. Copy Membership Liaison on email	Total Time - 7 Days
Membership Director - Update Master Membership Spreadsheet within 4 days of receipt of membership information	
Membership Liaison - Mail new/renewed member a copy of the Express if the member joins in January, April, July, or October since the Express will have already been mailed	