

Oregon Bluegrass Association



Minutes of the Special Meeting of the Board

Held Tuesday March 13, 2018 at the Connell residence

Tony McCormick called the meeting to order at 7:01 PM, and Ron Preston took the minutes. He introduced Patrick Seafield, who has agreed to takeover as Treasurer from Jim Miernyk.

Officers, Directors and Members attending: Tony McCormick, Ron Preston, Pat Connell, Patrick Seafield, & Chris Knight. Jim Miernyk, Donna Dunaif, & John Hart, attended by Telcom. Linda Leavitt, Steve Eggers, & Chip Russell were unable to attend.

Treasurer's Report:

Jim reported that as of February 28th, we have \$6,350 in the general account, and \$6,331 in the Chicks Kids account, \$4,001 in the Waller account, and \$1,156 in the S OR chapter general account & \$577 in savings account. He also advised we received \$1,231 at Wintergrass for merch sales & donations. He is working with Patrick Seafield for a smooth transition. He recommends we proceed with the Q-Books cloud upgrade program at \$120/year, and by a unanimous vote, it was then agreed.

Secretary's Report:

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

- A **motion** was duly made by Pat and seconded by Tony and by a unanimous vote, the minutes of the February meeting were approved.

Old Business:

Committee Reports:

- ❖ Merchandise – Need to inventory. Have annual budget of \$700. Will advise
- ❖ Event Committee – Chris advised that the May 17 concert with *Kathy Kallick Band* at Alberta Street Theater is set. Also planning “New Blue” for June 17. The Alberta Street Pub, “BG Series” will begin on April 14th. Will have open stage at annual meet (Ford Gallery) after 2:30
- ❖ Web Committee – John advises that he’s holding off on the Jupiter upgrade to give time to work the bugs out. Web ads need to be 300x300 pixel. Still have no Express pdf files to post. PayPal should now be sending acknowledgment receipts. Now have a button to donate online & get a matching contribution from the OR Cultural Trust. All due licenses have been renewed.
- ❖ Volunteer Committee – No report
- ❖ Membership – Chip advised the database needs updated, and that he must resign due to health
- ❖ Member Liaison – Pat will send out Express issues to the new members
- ❖ Express Committee – Spring issue ready & need member list. Also need band photo’s & updated festival list. Advise if you have ideas for summer issue.
- ❖ Express Ads – NW String Summit ad ready
- ❖ Publicity Committee – No report
- ❖ Development Committee – Archie will proceed with Umpqua Bank application & Linda will apply for Lagunita’s \$5000 Music Ed Grant by March 16th for August distribution.
- ❖ Chicks Kids – No report
- ❖ Waller – Award Jennifer Dynes \$720 & Jane Rombouts \$899. Other 2 applications rejected as non-qualifying. Will confirm winners at the Annual Meeting

New Business:

2019 Calendar: Linda waiting on a price for 100 copies from Buel. Will provide at next meeting
Gay Pride Festival: Donna advised they have registered and would like a budget of \$850. Will have banner & merchandise expense's at the next meeting.

- A **motion** was duly made by Tony and seconded by Pat and by a unanimous vote, it was agreed, that we would budget \$850 for the event, & repay Donna the \$590 so far spent.

Amend Bylaws: Ron will draft a change to allow Gospel Show funds to go to the general fund.

Annual Meeting: We're now set for 4-15 @ 2505 SE 11th Avenue (at SE Division Street), Portland & have begun advertising.

Nomination Committee: Tony-Pres, Pat-VP, Patrick-Treas, Ron-Secty, Dave-Membership, Linda-Express, Steve-Ads, John-Web, Chris-Events & Calendar, & Liz-S_OR. STILL NEED; Volunteer, Merchandise, Publicity, Chicks Kids

Pickers Fest: Confirmed at Zigzag Mountain Farm August 24-26, \$15 per person per night

Meeting adjourned at 8:55 pm.

Tony advised that the next meeting will be after the annual meet held on Sunday, April 15 at 12 PM - 4 PM. Please advise Ron if you have additional 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	