

July 9, 2017  
MoRivCC Meeting

The meeting was held at Cooper's Landing from 9:15 to 10:45 am.

Board Members (a quorum was present): Michael Stacy, Vanessa Leitza, John Clark, Madeleine Lightfoot, Mike Cooper, and Gary Hildebrandt. Absent: Ron Penny, who was out of town.

Michael Stacy announced that, because of health issues, this will be his last meeting as Chair for an indefinite time. Gary volunteered to assist our Co-Chair, Vanessa.

Previous Meeting Minutes. June 11th minutes have been emailed to the Board. John moved to approve, Gary seconded, and the minutes were approved.

Financial: John reported we currently have \$2825 in our checking account. At least one rent payment has not yet been cashed. We have \$40 to deposit. With the loss of a discount, our CenturyLink bill increases by \$20 per month.

Fundraising: We have no active committee at this time.

Website: Mike Robertson made the update requested at last meeting by adding a tracking feature to "Add YouTube Video."

Cataloging: Mike Cooper reported catalogers are up to mid-2014, reviewing video edit files and event records, and recording the status of each event on our "Project Status" document. He noted that in order to edit the "Project Status" document on Google Drive, this app needs to be installed on your computer. Sign in to Google Drive with the morivcc gmail user ID and password, and open "Project Status" with Google Docs.

If events on "Project Status" are denoted "marked and cataloged" or "edited and cataloged," they can be considered complete. Once cataloging on an "Event Sheet" is complete, it will be used to make updates/additions to the Admin website.

More volunteers are needed to assist with the cataloging effort - particularly those who can meet with musicians in the evenings to review their events for completion and accuracy, and those who can complete the event status by updating or adding to the Admin website.

Technology: Gary reported that he and Mike Cooper are testing HD recording on our existing equipment. If all goes well, this will be used for EcoArtFest.

Current Video Projects: John and Gary have suggested we concentrate on completing our most recent EcoArtFest videos in order to fulfill our obligation to the artists who donate these performances. Mike Cooper presented a detailed list of the status of videos from 2015, when we had problems with audio, and 2016, when our cataloging was poorly executed. John moved that we focus on editing 2016 and the upcoming EcoArtFest for now. Mike Cooper seconded, and the Board approved. Much editing remains to be done.

## Future Projects:

EcoArtFest: Vanessa reported she is trying to find artists we haven't recorded before. Mike Cooper suggested we book fewer, longer sets.

Vanessa asked that we give Brandon Province \$100 to provide entertainment for the children who attend EcoArtFest. Gary moved to approve, John seconded, and the Board approved this expenditure.

Strategies for obtaining complete and accurate cataloging for the performances were discussed. Among these were: Sending performers "Event Sheets" beforehand, and asking them to present at least partially-completed sheets when they check in at the hospitality area. Have groups designate one person to be contacted for questions and input on the video. Ask musicians to introduce each song and return to the hospitality area post-performance. Improve communications between video directors and performers.

## Old Business:

### Procedures

Upgrading video recording and editing procedures will be postponed until we are accustomed to recording and editing in HD and using Vegas 14 for editing. The procedures will also include steps for uploading to YouTube and updating the Admin and new websites.

Procedures for documentation that Madeleine previously presented were briefly discussed. These were for: Gmail, Changes in the Board of Directors, Meeting Minutes, (Admin) Website, and Updating EcoArtFest on the Website. Michael Stacy suggested a revision to paragraph 2 of the Gmail procedure. John moved to approve with that change, Mike Cooper seconded, and the Board approved these five procedures.

### MoRivCC on KOPN Radio

Ron was not present to give a report on this. Since it would be helpful to establish our presence on KOPN as soon as possible to promote EcoArtFest, John volunteered to email Ron to determine status of our show.

Next Meeting: 9:00 am on August 13, 2017, at Cooper's Landing.

07-12-17 ml

08-13-17 board approved