

June 11, 2017
MoRivCC Meeting

The meeting was held at Cooper's Landing from 9:05 to 10:32 am.

Board Members (a quorum was present): Michael Stacy, Vanessa Leitz, John Clark, Madeleine Lightfoot, Mike Cooper, Gary Hildebrandt, and Ron Penny.

Pam Forbes officially resigned from the Board on May 23, 2017.

Volunteers Present: Mike Robertson and Keith Fletcher.

Visitor Present: Alexis Malone, who is interested in volunteering, particularly for EcoArtFest.

Previous Meeting Minutes: May 7th Minutes have been emailed to the Board. Vanessa moved to approve, John seconded, and these minutes were approved.

Financial: \$3,372 is available in our checking account; we still owe \$250 for a tripod. Not all of those who asked to purchase video editing software have paid for it yet.

John reminded us that only he and Michael Stacy can use the bank debit card. Invoices for any on-line purchases should be sent to John.

Fundraising: The Chairman's BBQ on May 21 raised \$645 with minimal expenses. Compliments were given to Keith Fletcher for his work on the sound system, and to Michael Stacy and Vanessa for coordinating the event and the food.

Website: Mike Cooper and Mike Robertson discussed the need to establish a procedure for granting Admin access to video editors. John suggested we certify volunteer video editors with training and procedure, as well as devise an audit trail if possible. Mike Robertson will add a feature on "Add YouTube Video" that will track who uploads the videos.

Mike Cooper raised the fact that we need a procedure for the entire video editing process, including cataloging, uploading to YouTube with all pertinent information, entering all data required for the Admin website, and notifying Paul Weber to add to the new website. Michael Stacy moved that we write an official procedure for video editors, Ron seconded, and the motion passed. Mike Cooper and Madeleine will work on this for the next meeting.

Cataloging: Mike Cooper reported that all events from 2005 to 2012 have been reviewed for the "Project Status" document on Google Drive. He and Marty are now working on 2013. They are in the office on Mondays and Thursdays from about 9:15 to 11:15 am, and need volunteers to help complete this essential part of our documentation.

Technology: Vegas 14 is being installed in the office computer. A procedure is needed for recording events with two cameras and audio. Gary will write this procedure.

Current Video Projects: None; we are using this time to try to catch up on what we have. 2016 EcoArtFest has not yet been completed.

Future Projects:

KOPN: Ron has completed training. He will follow up with them to determine when we will be on-air.

EcoArtFest (September 9-10):

Mike Cooper and Ron Penny will create PSAs.

Vanessa, our coordinator, has recruited a couple of volunteers. She will send out a call for vendors and for artists this week. Artists will go through a selection committee; those selected will be sent a "Recording Event Record" to complete before the event. Silent Auction items are needed - gift certificates are popular items. Edna Lynch will run the bake sale. Missouri River Relief will be here, and they will offer boat rides. The EcoArtFest banner needs to be located for use.

Ron proposed that we charge for VIP parking. He also suggested making frequent announcements with requests for donations, at the same time as we pass the donation containers.

New Business: Madeleine provided all board members with hard copies of the by-laws, procedures that have been approved by the board, and additional procedures required for effective documentation. These will be reviewed and discussed at our next meeting.

Next Meeting: 9:00 am on July 9, at Cooper's Landing.

06-19-17 ml
07-09-17 board approved