

Trails End Festival 2024
Meeting Minutes 1/16/2024
Millinocket Memorial Library @ 4:00pm

Present: Cody, Amber, Tom, David
Diana 4:09pm
Melissa 4:16pm
Absent: None

Meeting called to order at 4:05pm

OLD BUSINESS

None

NEW BUSINESS

1. Director/Board Member Inquiry
 - a. 4:05pm HOLD
 - b. Open back up at 4:19pm
 - i. Diana - Treasurer
 1. Cody ensured they knew their roles per our Bylaws
 - a. Both understand their roles
 - b. They both accept their roles
 - i. Diana
 1. Cody move that the office of the Treasurer be transitioned from David Wheaton to Diana Lakeman
 2. Tom second
 3. Vote 4-0
 - ii. Melissa
 1. Cody move that the office of the Secretary be transitioned from Amber Wheaton to Melissa Crocco
 2. Tom second
 3. Vote 5-0
 - ii. Melissa
2. Board review of TEF Event Service Agreement.
 - a. Motion - Amber
 - b. Second - Tom
 - c. Vote 4-0

3. Board review of TEF Vendor Application.
 - i. Cody to suggest we lower food by \$50
 - ii. Amber suggest we lower by \$100
 - iii. Tom says none
 - iv. David says \$75
 - v. We will go with the lower suggestion.
 1. Cody move to lower food vendor rates by \$50 each
 - a. Food \$200
 - b. Food 220v \$300
 - c. Motion - Cody
 - d. Second - Tom
 - e. Vote 4-0
 - vi. Amber mentioned changing "festival ground" to "Veterans Memorial Park" in Section 3
 - a. Motion Amber
 - b. Second Cody
 - c. vote 4-0

Change email from manager@millinocket.org to townclerk@millinocket.org in Section 3

- d. Motion Cody
- e. Second Amber
- f. vote 4-0

Motion: Cody approve vendor application as amended

2. Second Amber
3. VOTE 4-0

4. Board review of TEF Donation Levels.
 - a. Motion - Amber moves to keep the document as is
 - b. Second - Tom second
 - c. Vote 6-0
5. Board review of TEF Annual Appeal.
 - a. Cody suggests changing the date, taking out the line about re-organizing.
 - b. Motion - Amber motion to accept cody suggested chANGES
 - c. Second - Tom
 - d. Vote 6-0

Motion to accept the entire document.

Cody, Tom second, vote 6-0

6. KFCU account status \$4,657.84 current

- a. Nothing coming out, nothing coming in.
 - b. Look into purchase fireproof safe for documents
7. Tax filing and Quickbooks status
- a. Only W9 outstanding is from Nolan - Port Gorges
 - i. Frank Manzo received (audio)
 - ii. Music performers already received (Grassholes, Crossroads, Jake Swamp)
 - b. Quickbooks
 - i. Cody will send Amber username and password
 - 1. Username and password are shared.
 - 2. Amber will be hands off once quickbooks is established
8. Website
- a. Cody is going to clean up the website
 - b. Name and position section for the board members for the public to recognize
 - c. We need to upload a section of our bylaws and minutes. Scanned pdf.
9. Communications
- a. Cleared out the emails, cody and amber are on top of it
 - b. Cody will send gmail info to melissa and diana
 - c. Melissa and Diana need to be added to the BOD group chat
10. Open Discussion
- a. When are meetings? Mondays at 6pm
 - b. Typically we meet weekly
 - c. We typically meet in meeting room A.

Motion to accept the meeting minutes from January 8th, 2024

Vote 6-0

Motion to allow president to apply for a nonprofit usps marketing mail from Cody

Second Diana

Vote 6-0

Motion to adjourn Amber 4:52pm

Second Tom

Vote 6-0