

TOTFA Board Meeting Minutes
Jan 18, 2014

Board Attendees:

X	Bart Baker - President		Jason Andrew - Director
X	Jordan Bankston - Treasurer	X	Ed Carnes - Director
X	John Crawford - Secretary	X	Julie Morris - Director

Meeting at Crawford home began at 1:30 pm, adjourned at 4:42 pm

Old business

1. T-shirt sales
 - a. Permission obtained to use silhouette design by Jackie Williams
 - b. Need to have T-shirts printed and sold
2. TOTFA stamp has been purchased.
3. Past president plaque
 - a. Info: Gavel, \$60 Limit, engraving: "In appreciation of your service as president of TOTFA from _____ to 2013"
4. Fundraiser tentative date March 15, 2014
 - a. Bart has offered the use of his place.
 - b. Cook & sell food, jam
 - c. Potato salad, beans, brisket, baked onions, cookies, brownies
 - d. \$8 dinner, \$2 dessert, or auction desserts? Perhaps \$5 for kids.
 - e. Rent a port-a-potty.

New business

1. Memberships - ***Bubba has been and will continue to maintain these.***
2. Marketing packets – printouts and online
 - a. Contest options - Provide 4 contest sizes, based on amount of funds available. ***Ed will add a 4th level for contests***
 - b. Could be mailed to organizers of events, such as Ft. Worth Stock Show, etc.
 - c. Fact list about TOTFA
 - d. Define contest organizer responsibilities
 - e. Define TOTFA responsibilities & services
 - f. DVD or links on YouTube, for marketing.
3. Contest packets - Tools to share with parties interested in organizing a fiddle contest.
 - a. Prep items
 - i. Letter of intent for the organizer, a "soft" contract to make parties accountable
 - ii. Ask for deposit & cancelation schedule
 - iii. TOTFA budget - Worksheet for expenditure/income tracking
 - iv. TOTFA prize schedule - Worksheet to manage distribution of funds
 - b. Announcer guide
 - i. Order of events
 - ii. Sponsor list
 - iii. List of judges
 - iv. Pronunciation for names

- v. Sponsors, with perhaps sponsorship levels such as gold, silver, bronze
 - c. TOTFA music education efforts – what TOTFA supports & stands for
 - d. Membership forms
 - e. Checklist
 - f. Score sheets
 - g. Tax exemption donation forms 100% tax deductible
 - h. Contest Schedule - A schedule of events at each contest. 8.5 x 11 folded paper, printed front and back, with schedule, sponsors, last year's winners, prize money by division and place, when contest starts, etc.
 - i. Volunteers, in general, to bring water, refreshments to judges, and to find entertainers to fill "empty stage" moments.
4. Contests
- a. One director is responsible for each contest.
 - b. Pay judges to book them in advance, and have good judges. Judges perform.
 - c. Start contest with 30 minutes of entertainment. Stick to the schedule. Good MCs. Entertain during lunch to keep people from leaving and not coming back.
 - d. Provide post contest report after each. President to review.
 - e. Record # of fiddlers, age ranges, audience size, length of event, etc. -- use for marketing and promotion of future events. Must sell idea of contests to organizers.
 - f. Pres. can make contact with organizer and thank them afterward.
 - g. Set up reminder for that organizer for a later time and another contest.
 - h. Consider business cards with each director's name and phone number to promote TOTFA.
 - i. Consider TOTFA director name badges to ID directors
5. Board member responsibilities/titles
- a. TOTFA Checkbook and finances **Jordan will talk with Bubba to get the checkbook**
 - b. Chase would not allow Bart onto the signer card for the TOTFA account without meeting minutes to show he is president. Minutes of Nov. 23 meeting have been revised to reflect he is president, Jordan Bankston is treasurer, and John is secretary. These minutes will also show these titles.
 - c. Keep other directors with title of "Director"
 - d. Change signer card to add Bart Baker, President; Jordan Franklin, Treasurer; John Crawford, Secretary. Keep Zirl (Bubba) Hopkins on the account.
6. TOTFA's 501(c)(3) Status and federal tax reporting
- a. Resources
 - i. <http://www.stayexempt.org/> This U.S. government site has several online lessons explaining how to keep the tax exemption for your organization.
 - ii. <http://apps.irs.gov/app/eos/> To see current tax exempt status. Search for "Texas Old Time Fiddlers Association". (Include the quotes or you'll get a LOT of results.)
 - iii. Locate the charter and 501(c)(3) ruling from state of Texas, stamped, that says TOTFA is a non-profit. Where is this? Stamped by state of Texas? Check with past president.
 - iv. We need to file the annual report to keep our tax-exempt status. Form 802. http://www.sos.state.tx.us/corp/forms_reports.shtml. Who files the annual report, along with officer & address change?
 - v. Also need to locate a sales tax exemption form.
 - vi. Need to find, scan, & store these documents online. **Marsha will follow up on these items.**

- b. 20% discount at Staples if TOTFA spends \$1,000/year.
 - c. Paypal
 - i. Charges 2.9% + \$0.30 per transaction, non-discounted
 - ii. Charges 2.2% + \$0.30 per transaction with 501(c)(3) exemption
 - iii. Resources:
 - 1. https://merchant.paypal.com/cms_content/US/en_US/files/merchant/paypal_nonprofit_get_started_guide.pdf. PDF file with steps to apply for tax exempt status and set up your website.
 - 2. <https://www.paypal.com/webapps/mpp/donations>. Paypal for non-profits guidelines.
7. Microsoft Office 365 Tools (Ed Carnes)
- a. Free for non-profit orgs
 - b. Web apps on the web
 - c. Sharepoint
 - d. Outlook, group calendars
 - e. This would allow TOTFA to keep up with members (as Outlook contacts). Membership can be checked & renewed via phone app for those with appropriate access.
 - f. To proceed, we need the form to prove we are non-profit.
 - g. Ed will follow up on this. He will need the DNS using the TOTFA.ORG domain. He will contact and work with Lisa Hopkins. John will help.**

Other business

- 1. Reviewed potential contests
- 2. March 22, entertainment needed in Princeton. Bart would like to pay a few musicians to do this, and get paid to raise funds for TOTFA.
- 3. Music teachers and area. Provide this as a service to TOTFA members. TOTFA does not endorse any particular teacher. If you are a TOTFA member and would like to have your name added to this list, send your contact information to *contact name*.
- 4. Grants. We need someone to start working on grant money from state of Texas. **John will follow up on this.**
 - a. Texas Folk Life resources.
 - b. Charter & official forms are needed to get these.
 - c. Professional grant writers could be hired and take 10% of grant.
 - d. Diversity is a factor.
 - e. Texas Music Office, Texas Music Grant Application http://governor.state.tx.us/music/general/live_music_grant/
- 5. Other fundraiser ideas
 - a. Tribute CD of present day champions to past & legendary champions.
 - b. PA system for TOTFA for use at fundraisers, contests if needed. This might be a purchase goal for fundraiser.
- 6. Next meeting: March 1
- 7. All: Email Ed list of TOTFA members for biographies. Our members have interesting stories and history that we believe should be shared.**

John motioned to adjourn the meeting at 4:42, Jordan seconded, motion passed.