

As approved 9/14/2015

Montavilla Neighborhood Association  
Board Minutes – Emergency Meeting, June 24, 2015  
Held at the Karma Café on SE 82<sup>nd</sup> at Harrison  
Board Members Present: Fritz, Lew, Jennie, Mai  
Guest present: Neil Mattson

This meeting was called for the purpose of reviewing and approving the budget for the 2015 Montavilla Jazz Festival. It was necessary to hold it as an emergency meeting because we had only been recently told that MNA was required to approve the Jazz Festival Budget and it had to be approved before the July Meeting so that planning could proceed.

The meeting was called to order at 6:39 PM  
The attached budget and detail sheets (6 pages) were reviewed.  
Neil explained the meaning of the columns on the budget spreadsheet; the left column (Budget Amount) is actual funds to be spent, the next column (Matching Resources) is the estimated value of goods and services to be donated, the third column is the total of both.

Neil reported that commitments have already been made for the items under “Matching Resources”. Currently MJF has raised a total of about \$8,000 of the \$12,000 budgeted funds needed. Fundraising is continuing. The goal is to not have to dip into the surplus funds from last year’s event and end up with about \$2,600 for next year’s event plus about \$650 for a music fund for Montavilla schools.

Neil says that last year’s expenses came out very close to the amount planned in the budget.

The lineup of bands as shown on the fourth attachment page is fixed and cannot be changed unless a band needs to drop out.

Mai pointed out that there was no item in the budget specifically for the fees charged to perform credit card transactions. Although this is a small amount, Neil offered to update the budget by the end of July and include this item at that time.

Lew moved that the budget be approved and Mai seconded the motion. The motion passed unanimously.

The meeting adjourned at 6:58 PM

## EXPENSES

Item	Budget Amount	Matching Resources	Total	Notes
<b>Performers/bands</b>	<b>6,900</b>	<b>300</b>	<b>7,200</b>	<i>PJCE subsidizes cost of its ensemble in exchange for Partnership (see tab "performers-bands")</i>
<b>Space and equipment</b>				
Venue rental	1,680	0	1,680	see tab "venue"
Porta-potties		0	0	
Piano, moving and 2 tunings	285	790	1,075	Piano moving and tuning
Other sound equipment			0	
Camera Rental	150	0	150	
<b>Subtotal</b>	<b>2,115</b>	<b>790</b>	<b>2,905</b>	
<b>Materials</b>				
Folders for sponsor-partner packets	100	0	100	Purchased in bulk; two purchase of \$50 each
Refreshments for volunteers, bands, director	0	500	500	
Thank-you cards for sponsors and partners	20	0	20	
Fans/Swamp Coolers			0	
Gaffer tape	50	0	50	
<b>Subtotal</b>	<b>170</b>	<b>500</b>	<b>670</b>	
<b>Professional services</b>				
Graphic design	0	2,500	2,500	donated by AaronDesign
Web design	0	2,500	2,500	donated by City Beautiful
Organizational development	0	3,000	3,000	donated by Mosaic Consulting
Printing				<i>\$1,250 donated by Eastside Printing Company (represents \$1000 gift plus %20 non-profit disco</i>
business cards for Festival directors	140	0	140	1000 cards
sponsor packets	100	0	100	400 sheets
posters	0	250	250	500 posters
handbills	0	500	500	1000 handbills
banner	100	0	100	1 banner
festival passes	100	0	100	600 pre-cut attendee passes
programs	0	500	500	20-page program with staples (quantity 500)
posted signs	20	0	20	printed signs for box office, instrument check, green room, etc.
miscellaneous printing	50	0	50	day-of printing needs
lanyards & badges	0	0	0	using from 2014
t-shirts	300	0	300	48 shirts, 3 color front print (New Avenues Ink MNA t-shirts)
Documart print certs of appreciation	10	0	10	
Poster distribution services	150	0	150	
Sound technician			0	

[illegible]

## REVENUE

Revenue Source	Amount	Notes
Sponsorships	12,500	
Food and alcohol service carts	400	Two food carts charged \$200 fee each; potential revenue from alcohol vendor pending proposal from this vendor
Ticket sales	3,221	Assuming same ticket revenue as last year
<b>TOTAL REVENUE</b>	<b>16,121</b>	

## REVENUE COMPARED TO EXPENSES

Revenue less expenses	3,290	
Hold for MJF 2016	2,632	80% of revenue
Remaining for Montavilla Schools Music Fund	658	

Band	# member [1]	Cost	Per member
Darrell Grant's ALL 4 NAUGHT	4	1,000.00	250.00
Joe Manis Trio	3	300.00	100.00
PJCE	12	900.00	75.00
George Colligan Quartet	4	400.00	100.00
Alan Jones Sextet	6	600.00	100.00
Ryan Meagher	4	400.00	100.00
Tim Wilcox's SUPERJAZZERS	4	400.00	100.00
David Friesen CIRCLE 3 TRIO	3	400.00	133.33
John Gross Trio	3	400.00	133.33
Rich Halley 4	4	400.00	100.00
Ed Bennet Quintet	5	500.00	100.00
Machete Order	6	600.00	100.00
Ian Christensen Quartet	4	300.00	75.00
AJAM Jam Session	3	300.00	100.00
<b>TOTAL</b>		\$6,900.00	

Venue #1 (Portland Metro Arts	Cost/Unit	Units	Total
Theater Use			
Load-in/out	15.00	4	60.00
Stage Set/Reset	15.00	2	30.00
Performance Block/120 seat	350.00	4	1,400.00
Front Desk Load-in	5.00	4	20.00
Front Desk During Performance	10.00	17	170.00
Parking Attendant	0.00	0	0.00
<b>Total</b>			<b>\$1,680.00</b>



	Retail cost estimate	Cost to MJF	Donated in-kind	Quantities	Part of Sponsor Packet y/n
business cards for Festival directors	140	140	0	1000	
Sponsor/Partner packets	100	0	100	400	
posters	250	0	250	250	
handbills	500	0	500	1000	
banner	100	0	100	1	
festival passes	75	0	75	600	
programs	500	0	500	500	
posted signs	0	0	0	0	
miscellaneous printing	100	100	0		
lanyards & badges	0	0	0		
folder for sponsor packet	100	100	0	100	Y
Sponsor Agreement				100	Y
Music Fund Profile					Y