



## Minutes

West Virginia Music Educators Association

Executive Board Meeting

Creative Arts Center, Morgantown, WV

November 5, 2016, 10:00AM

Minutes by Katie Smith (Representing Paul Moore)

Members Present: Kathleen Fox, Andrea Hasley, Rachel Reynolds, Keith Jackson, Sandra Schwartz, Katie Smith, Leslie Riedel, Phil Wyatt, Jeannine Sturm, Will Cosby, Renee Wyatt, Vera Miller, Brandon Willard, Tracey Filben (Representative for Bandmasters), Neil Randolph, Justin Jones, Jason Noland, Julie Schultz, Denny Sayre, Tricia Price

### Agenda:

- I. Meeting called to order by Kathleen Fox at 10:05AM.
- II. Introductions of all present.
- III. Paul Moore is not present (Executive Secretary Treasurer.) Brandon is collecting paperwork and mileage information in his stead. Checks for reimbursement will be mailed in the following week.
- IV. Kathleen Fox asks for all to review the minutes from the May 7, 2016 minutes.
- V. Phil Wyatt motion to accept the minutes. Approved by voice vote, unanimously.
- VI. Kathleen Fox asks for all to review the Treasurer's Report. Discussion as follows:
  - a. Andi Hasley makes a motion that the allotments of Band, Choir, and Orchestra are changed to \$750 to reflect the \$250 paid by the organizations toward the honor ensemble judges. Approved by roll-call vote, unanimously.
  - b. Jason Noland asks that misspellings of the word "expenses" be corrected in the financial report before the report be made public. Kathy Fox agrees, and expresses the need for all reports to be as professional as possible and the minutes to be copious to detail the meeting discussion.
  - c. Keith Jackson asks that the monies allocated to support National ensemble students be included and asks for a specific number per student.
  - d. Julie Schultz asks about reinstating grant monies in to the budget. Phil Wyatt explains that a lack of applications in the past led to the removal of the grant monies. Julie would like to offer two grants and to require those who receive the grant to present their findings at the annual conference.

- i. Phil Wyatt makes a motion that we put \$500 in the budget annually for research grants, effective 2016-2017 school year, and implementing to each successive fiscal year starting July 1.
    - ii. Julie will write up an application for the grant(s) and this will be added to the WVMEA website.
    - iii. Voice vote, unanimously yes.
  - e. Will Cosby discussed solo and ensemble amounts. One large region is requesting 200 certificates.
    - i. Kathy says all regions should do the same thing.
    - ii. Will feels he cannot cover the cost of certificates this year without funds, but can handle the funds differently next year.
    - iii. Rachel Reynolds asks for clarification as to why funds are needed to print certificates. Andi says the budget is for state level- for Will to spend- for state level solo and ensemble finalists. Kathy says that there should be plenty of money between the regional and state application fees to cover certificates.
  - f. Jason Noland- asks why liability insurance is listed in the negative. The policy rate increased. Andi agrees that we need to look in to the insurance options. Keith Jackson says that the rate is very low for full coverage. Phil and Andi agree. Rachel Reynolds suggests from a side conversation that each year we increase the budget for insurance by the increase percentages from the insurance company. Keith says to look at past years to create the increase percentage so that the decision is not haphazard. Jeannine says she will go in to the archives and dig up insurance amounts from the past five years.
    - i. Renee Wyatt asks that emails be updated on the website.
    - ii. Andi asks everyone email the webmaster, Denny, to correct your email address. Denny asks we all click the contact link on the website to email him any corrections that need to be made.
    - iii. Denny would like to have all past meeting minutes and financial reports from the last three years emailed to him to be posted on the website. Paul will forward them to him to post.
  - g. Andi moves to approve the treasurer's report as amended. Voice vote, unanimously yes.
- VII. Membership report
  - a. Andi discusses lack of Tri-M members and numbers. There are at least 10 active chapters but none are listed. NAFME is not responding on this issue. Active membership is up 40 people as WV state population is decreasing- something to celebrate.
- VIII. Announcements
  - a. Kathy- collegiate MEA chair is vacant and no one seems interested. Division Advocacy Leadership Advocacy Force position (not a position on the WVMEA board) is vacant, Kathy has emailed one person and is waiting to hear back.
  - b. March 1, 2017 is the next meeting at 7:00PM in the Boardroom 201 Charleston Civic Center
  - c. Conference dates are firm for this year and next year (March 1-4, 2017 and March 8-10, 2018)
- IX. Old Business
  - a. Handbook Job Descriptions- Rachel Reynolds

- i. Rachel shared a hard copy of job descriptions. Rachel complied and formatted files that were sent to her. An application for Executive Board positions is now included. Rachel reviewed independent contract information- she has created one generic application that we can fill in for specific positions, rather than creating multiple applications.
  - ii. Collegiate MEA job description is generic and some are incomplete.
  - iii. Rachel asks for help reviewing the independent contract application, expresses concern about contract end dates and the inability to get out of contracts if someone is not fulfilling the job description. There is a Severability clause. Board is asked to review the legal section Rachel has copied on to the application. Rachel says she will correct formatting issues and typos.
  - iv. Katie Smith suggested a review of contracts by legal counsel before approval.
  - v. All job descriptions that are independently contracted state as such at the top of the job description. Technology agreements are included to keep an inventory of equipment owned by WVMEA.
  - vi. Will Cosby asked how fluid the document is and if we will vote for every change. Brandon said no as this is a living document and that we only vote it in once.
  - vii. Kathy says we should review the job assignments/descriptions every two years so that no one is barred in to inadequate or inappropriate job descriptions.
  - viii. Andi Hasley makes a motion to accept the job description handbook as presented, with the understanding that this is a living document and will change over time, with executive board approval in a bi-annual review. Voice vote, unanimously yes.
- b. Etude
- i. Numbers of clicks and readers are down over the summer.
  - ii. Percentage of readers are in the 20% which is over the average for email clicks nationally, and Rachel feels good about our readership.
  - iii. Rachel cannot post PDFs but can post JPEGs. All submissions need to be in JPEGs. Deadline for submission is the 5<sup>th</sup> of each month.
  - iv. Rachel now creates “motifs” which are Etude publications in between regular publications. This is to be used for important/more urgent information and can be used by anyone.
- c. Audit
- i. Conversation regarding the need for an audit began at spring meeting.
  - ii. NAFME supports our plans for a formal audit at the Southern Division Meeting. All other states are doing audits.
  - iii. JP Lynch had made the motion that we move forward with the lowest bid. Electronic vote for 48-hours motion passed.
  - iv. Kathy asked Paul to move forward accordingly.
  - v. See report “Audit- Explanation of Report” for information on each person contacted and process. Kathy recommends we bid Kim Williams and John Rowan to complete the audit for three years.

- vi. Phil says the motion was already made to approve an audit. However, he asks if we are going to proceed with a formal audit, or request a review first as recommended by Kim before deciding to move forward with audit.
  - vii. Kathy encourages the association to do best to set WVMEA future leaders up for success with correct books.
  - viii. Phil Wyatt moves to amend the initial motion (made by JP Lynch on Oct. 3<sup>rd</sup>) that a formal review be done by a licensed CPA to determine whether or not WVMEA needs a formal audit. John Rowan and Kim Williams will be bid for a review, and the lowest bid will be accepted. The dates of the review/audit will begin at the beginning of the current treasurers' term. Voice vote- unanimously yes.
- d. Vocal Music Association Question regarding Show Choir plaques
- i. Leslie is bringing the show choir concern that they want WVMEA to sponsor the competition, which they do no longer. Their concern is that solo and ensemble and jazz competitions are sponsored by WVMEA.
  - ii. Board Response: The jazz festival is no longer sponsored by WVMEA. Plaques for honor jazz ensembles are provided by the Bandmasters Association. Solo and ensemble is sponsored by WVMEA because the policy, judges, etc. is approved by WVMEA Executive Board. Solo and Ensemble is a division of the WVMEA Board, not an affiliate. Kathy says WVMEA only provides space and time for honor jazz and honor show choir ensembles to perform at the conference. Brandon says this provides freedom for Bandmasters and Vocal Association to govern themselves. Kathy confirms that the plaques for show choir will not say WVMEA.
- X. New Business
- a. Reimbursement to Historian, Jeannine Strum
    - i. Jeannine received a reimbursement check from Paul Moore for office supplies, based upon an email request to be added to the meeting agenda.
    - ii. Will Cosby moves that a line item is added to the budget for the historian travel and supply expenses of \$300. Voice vote, unanimously yes.
  - b. Adoption of WVMEA Travel Expense form, moved by Phil Wyatt that we accept the form, voice vote, unanimously yes.
  - c. Adoption of Social Media Policy, moved by Andi Hasley that we accept the Social Media Policy. Voice vote, unanimously yes.
- XI. In-service Conference
- a. Site Update and Implications of Construction at Civic Center- Brandon Willard
    - i. More rooms are available than needed. Everything will occur in house. Beni Kedum will not be needed. Brandon says we will not cut rooms yet but we do have the North Hall and Little Theatre. Construction is ahead of schedule. MS and HS orchestra will be in the same spaces as last year.
    - ii. Parking on-site and load-in/out for performing groups, construction noise is the downside. Construction will be on the exterior of the building on the side of the convention center that the conference is not on. Brandon is concerned about noise-bleed. Orchestra walk-through problem from last year is resolved. The

back part of the building which is usually load-in/out is construction dump zone. Honor Ensembles will need to load in through the front door.

- iii. Kanawha Piano Gallery will provide a piano for performances in the Little Theater.
  - iv. Set up for Children's Chorus Wednesday is included in plan. (see recording)
  - v. Andi asks for list of spaces available. Brandon says we will have all four spaces.
  - vi. North Hall needs to be significant usage to warrant rental cost.
  - vii. Brandon plans to cancel the Beni Kedum
  - viii. Children's Choir wants the rehearsals to remain at the Municipal Auditorium. Jason Noland needs guidance on dress rehearsal schedule from middle school orchestra so that they can plan ahead for the Children's Chorus rehearsal time.
  - ix. Justin Jones says orchestra is concerned about equipment needed for performances and rehearsals due to logistical problems last year. Brandon and Andi say that there will be equipment next year and Brandon accepts responsibility for issue with music stands last year.
  - x. Children's Chorus asks for two parking passes (one for each co-chair) to the lot in order to load in/out. Brandon says he will make sure they have parking passes.
  - xi. Point J- two schools provide equipment and WVMEA pays \$600 to each school for providing and transporting equipment to be used. Brandon explains that Kanawha County Schools was concerned about the usage of equipment by WVMEA, so \$600 is the compensation. Brianna Blankenship (Capital High School) and Mark Hardman (George Washington High School) are the directors providing equipment and their conference fees will be waived.
- b. Logo and Theme
- i. Rachel introduces program cover, title and logo.
- c. Registration form
- i. Andi added a one-day registration.
  - ii. Andi shared that Paul asked that non-member rates be changed to \$190 and \$210 to make his bookkeeping easier. The board did not approve this request.
  - iii. There was concern about keeping track of which day the one-day registration the person has paid for. Rachel will note it on the badges.
  - iv. Renee is concerned about not knowing whether or not the college students have paid their \$20 registration fee, which is a requirement for those register for the professional development course. Kathy suggests that course registrants submit a picture/copy of their registration form, which must be submitted with their final paper. Rachel agrees, and suggests that the class syllabus include this information.
  - v. Due to the issues with money orders, they will no longer be accepted. Andi will modify the registration form to read that only cash, check or card will be accepted.
- d. Professional Development program
- i. 44 total sessions accepted, only 3 presenters are receiving honorariums

- ii. Andi discusses different presenters that are receiving honorariums, see Presiders report. Special thanks to WVU for the many sessions from faculty.
  - iii. Renee said the “You be the Judge” sessions was the most highly recommended presentation from the review papers.
  - iv. Andi asks for ensembles to let her know what spaces they need for sectional rehearsal spaces. She also asks for ensemble rehearsals schedules to be emailed to her. Justin Jones says he was waiting on rehearsal spaces to be able to create schedules due to travel time.
  - v. Tracey Filben expresses concern about solo and ensemble concert at 5PM making it difficult for students to eat. In addition, solo & ensemble recitalists often miss their all state rehearsals. Will Cosby said the full concert will be an hour and a half long. Schedule was modified, with solo & ensemble now beginning at 6PM, with honor concerts beginning at 8 PM and 9PM.
  - vi. Ensemble X will start 15 mins or 30 mins after visitation time start to give students time to make a loop through the vendors and talk to colleges.
  - vii. Instrumental vendors want a space for students to try out instruments. Kathy has contacted Wenger, hoping to secure a sound proof space as a part of a Wenger exhibit. No confirmation to date.
  - viii. Phil asks that all paperwork for the registration office be delivered on Wednesday evening so that the preregistration packets can be made up the night before the conference. Kathy asks that anything that could be included in the program be sent to Rachel so there are less extra pieces of paper.
  - ix. Leadership Symposium- Kathy wants to invite emerging leaders to be recognized at a pre-conference leadership symposium at 10 AM on Thursday, March 2<sup>nd</sup>. Kathy gave out WVMEA cards and wants board members to mail it to leaders that want to invite to the leadership symposium. The symposium will be invited/nominees only and will last one hour. These should be people who have something to bring to our board, not necessarily young people.
- e. Presiders
- i. Andi is looking for presiders. Each board member needs to preside over a session. Andi wants board members to email potential presiders and CC her on the email.
- f. Gift cards
- i. Kathy wants to know if everyone is ok with three \$100 gift cards again as incentives for HS visitation students. Board approves. Paul will bring them to the conference.
- g. Magnets as gifts for attendees
- i. Lanyards were used the past two years. Kathy is looking for something different, and asked Rachel to present a quote for magnets as take-a-ways for conference attendees. For 500-749 magnets for \$1.70 each.
- h. Waiving registration
- i. Board approved waiving the conference registration fee for All State Ensemble Chairs (Filben, Genberg, Jones, Miller, McGinnis, and Noland) and two

- equipment coordinators (Blankenship and Hardman). Kathy will create a list for Paul to reference as he receives registration forms.
- ii. Board approved waiving the conference registration fee for exhibits chair (Fox), conference chair (Hasley), publications chair (Reynolds), and complimentary sound (Allder). Kathy will create a list for Paul to reference as he receives registration forms.
- i. Budget/schedule for retired teachers' luncheon
    - i. Neil has a quote for a Coffee/cookies \$117.74 20-person, Jessica Wagner, Center Plate Catering
  - j. Honor Ensemble Process
    - i. Neil (newly appointed Honor Ensemble Chair) submitted an article for Etude concerning the new changes made within the traditional honor ensemble process. He has hired five judges but he is withholding names to protect the impartial judging. One of each HS Band, HS Choir, MS or HS Orchestra, MS Ensemble of any type. If someone fails to make the 90 cut, the next highest score is invited to the slot. Band, orchestra, and choir affiliates will contribute \$250 toward adjudicators' fees.
    - ii. Applications are posted.
    - iii. Online podcast service fee has increased for unlimited storage. Rachel encourages that there is not enough storage at the free price. Phil makes a motion that we budget an additional \$100 for the storage upgrade to unlimited. Voice vote, unanimously yes.
  - k. X Honor Ensemble
    - i. Recordings in 2016 were sent electronically.
    - ii. Jim Allder requested \$100/per judge (@ 3 judges) totaling \$300, his conference registration, mileage and tolls to be reimbursed, and his conference registration to be waived. His registration was waived early in the meeting
    - iii. Phil makes a motion that we include the \$500 line item for X-ensemble expenses including but not limited to judges fees, travel, and tolls. Voice vote, unanimously yes.
  - l. WVU Graduate Course- Renee Wyatt
    - i. Renee asks that chairs get this information out to their members. Fee has increased to \$213.00. People do still have to pay the \$20 fee to register.
    - ii. Andi makes the point that people can take the course in successive years because the course number is different from year to year.
  - m. Paul did not receive some late registrations. These people arrived at the conference and he did not have their information. Rachel would like the copies of the registration forms.
  - n. WVMEA table in Exhibits hall will be utilized by several groups:
    - i. Jeannine Sturm's historian information
    - ii. JP Lynch's retirement information
  - o. The music therapy chair wants to speak to the All-State ensembles. All chairs say no, as this will interfere with valued rehearsal time. Andi and Kathy have communicated that she can be at the WVU booth to meet with students during visitation time in exhibits hall.

- p. Andi asks for everyone to send typos and changes in conference programming before January 1<sup>st</sup>. She also needs repertoire lists from orchestra.
  - q. Renee requests that affiliates encourage membership to attend general meetings.
  - r. Discussion of adding an Industrial Membership option
    - i. Keith's concerns are that higher-education institutions can't afford the fee. He says the fee should not be less than the combined separate fees. He believes that one fee makes it more feasible for institution, because it would mean all expenses become one-line item.
    - ii. Rachel wants to change to industry/institutional membership.
    - iii. Phil says we should include a card/email to this year's vendors and schools to see the potential interest.
- XII. Update Bylaws
- a. Discussion regarding proposed bylaws revisions took place. The board reviewed them together and made final suggestions to complete the document together.
  - b. Kathy asks for a suggestion for a window of time to post the revised proposal for comments from general membership. Keith suggests at least 60-days.
  - c. Will Cosby motions to approve the bylaws for review as amended. Voice vote-unanimously yes.
  - d. Kathy states that the comment period will align with Etude. Bylaws will be posted Nov. 10<sup>th</sup> on the WVMEA site and members will also receive the link via Etude. Kathy will create a google doc for comments by membership. Kathy will share the google doc with the board to read comments received. Board members will read comments, and consider them before posting final draft of bylaw revisions. Final approval will be voted upon by general membership in March.
- XIII. WVDE Report
- a. Will Cosby says there were only six submissions for Arts Alive. Katie asks if transportation is provided for. Leslie says yes, they do pay for transportation. Kathy asks that information be given to Rachel to be put in Etude.
- XIV. Advocacy Report
- a. Andi provided a handout. She was invited to the Tea for Teachers on August 31. Title I, Title II, and Title IV funding is now available for music as music is now listed as a subject. Andi asks that everyone be vocal with their local and state leaders. She asks everyone be familiar with S. 1177, ESSA. Phil states that ESSA does not replace ESEA.
- XV. Committee Reports
- a. Historian- Jeannine wants to discuss the lack of files in the archives. She is missing quite a bit since 1975. There are very few recordings, photos, etc. She asks how to get copies of Etude. Rachel states that she has printed binders of Etude by year. Jeannine wants everyone to throw materials in her box that will be at the WVMEA booth from the conference sessions and anything else they can contribute to the archives. She needs board meeting minutes specifically. Paul and Jeannine will work together to submit missing documents to the archives.
  - b. Justin has a question about what to do when no qualified student applies for a position. The orchestra needs a harp player. Tracey suggested hiring someone. Justin says there is a student who is not eligible that could play harp. He wants to know if he needs to hire

someone. Leslie says do not take the student and open Pandora's box. Justin says he will hire the teacher that contacted him to play harp.

- c. Will Cosby will not be at the conference. He will continue to facilitate the process, but Rachel Allen will handle conference performance duties for him.
- d. All allotments have been distributed to participating teachers of high school choir and children's chorus. There are less participating teachers in the children's chorus this year. High school choir is up to 350 allotments.
- e. Julie Shultz says that she will be working on grant writing information.
- f. Will Cosby moved to adjourn.