



**NMMEA Board of Directors Meeting  
July 9, 2014 - 8:30 AM  
New Mexico Activities Association Conference Room  
6600 Palomas NE, Albuquerque, NM 87107**

## Minutes

**Members Present:**

Neil Swapp, President; Joseph Flores, Past President; Rebecca Simons VP, Orchestra; Brian Uerling, Choir VP; Jennifer Johnson, Band VP; Virginia Hinds, GM VP; Jeremy Mayne, Guitar VP; Jason Paulk, Collegiate VP; Keith Jordan, Editor "New Mexico Musician"; and Don Gerheart, Executive Director. Also Attending: Jan Delgado, GM VP Elect, Jim Rivera, Guitar VP Elect; Jonathan Armerding, Orchestra VP Elect; Bernie Chavez, Band VP Elect; Deanna Amend, Choral VP Elect, Kayla Paulk, Collegiate VP Elect, and Diane Otts, Site Chair. District Presidents: Saul Garland, Southwest District; Adam Bryant, Southeast District; David Schwartz, Northwest District; Laura Eberhardt, North Central; Bill Austell (for Kurt Schmidt), Central District; and Tyler North, Albuquerque.

- I. Call to Order and Introductions:** President Neil Swapp  
President Swapp called the meeting to order at 8:30 AM.
- II. Approval of Minutes - Board of Directors Meeting** January 8, 2014  
It was moved and seconded to approve the minutes from the January 8, 2014 meeting. Motion passed.
- III. Executive Director's Report - Don Gerheart - (Reports attached)**
  - A. Financial Report May 2014  
Our financial status based on our auditor's statement through May 31, 2014 is as follows:  
Cash on hand in the checking account - \$122,52.39  
Savings - \$10,587.31  
CD #3 - \$50,000  
CD #4 - 72,207.71  
Wm. Smith Memorial - \$2,486.50  
Total assets = \$258,033.91
  - B. Financial Reports for All-State  
A report showing the income received and expenses incurred for All-State including auditions was presented.
  - C. Budget Status for 2013-2014  
A spreadsheet for income and expenses by line item showed what was spent thru May with projected expenses for June and July. It appears we will be in the black by at least \$6000.  
It was moved and seconded to accept the financial reports and budget status report as presented by the Executive Director. Motion passed.
  - D. Membership Report/Renewals Update - We have a little over 500 active and retired members.
  - E. The amount we will receive from the New Mexico Arts Grant is \$6826 for FY15.
  - F. NMMEA Operating Procedures  
Don Gerheart went through the "Operating Procedures" and updated the entire document. This is a work in progress. The updated document was presented for any additions or changes.  
It was moved and seconded to accept the changes to "NMMEA Operating Procedures" as presented. Motion passed.
  - G. NMMEA 2014-15 Calendar of Musical Events  
The "Calendar of Musical Events for 2014-15" was included in each packet and district presidents were giving copies to hand out to their members at the August District Meetings.

- H. Credit Card Processing  
We will process credit card transaction through CRM Module (PayPal Pro) or the “Square”.

**IV. New Mexico Musician Report** - Keith Jordan, Editor – (Report attached)

- A. Financial Report and Summary of the 2013-2014 “New Mexico Musician”  
Editor Jordan submitted the “New Mexico Musician Financial Report.  
Balance cash on hand = \$1383.00  
Projected cost for the fall issue is \$2900.00
- B. Deadlines for articles and updates  
Deadline for reports and articles for the 2014 Fall Issue is August 1, 2014.  
The advertising and reservation rate sheet was included in each packet.  
When our new website is up and running an electronic version of the current issue along with past issues will be posted.

**V. NMAA Report** - Don Gerheart

- A. Dates for 2015 State Festivals - Orchestra - April 10-11; Choir - April 17-18; Band - April 24-25
- B. All three advisory councils will meet in the next week.

**VI. NMMEA President’s Report** (Report attached)

- A. National Assembly Report  
President Swapp reported on what took place at the National Assembly including Capitol Hill Day when we visited with a staff member of three of our congressional delegation.  
He suggested that we download the workbooks developed by NafME - one is for general music - “Workbook for Building and Evaluating Effective Music Education in General Music” and one for ensembles - “Workbook for Building and Evaluating Effective Music Education in the School Ensemble”. Both documents deal with teacher evaluation.
- B. Southwest Division News  
Advocacy is something we all need to embrace and do much more within New Mexico.  
Need to change STEM to STEAM. “A” for Arts need to be added to STEM.  
We need to be proactive rather than reactive.  
Teacher evaluations are of concern in all states.
- C. General Assembly Report  
We think highly of our NafME leadership. The NafME mission statement is “To advance music education by encouraging the study and making music by ALL.”
- D. The NafME Strategic Plan was summarized.
- E. NafME Short Range Goals (2016)  
Goals include increase membership by 5%, begin implementation of new standards, 20% on in-service conference session will be online, mobile implementation of professional development, and services available to state organizations.
- F. Implementation of NafME Strategic Plan and Goals in New Mexico  
We need to have a Legislative Day this coming legislative session.  
Increase membership by 5% and seriously look at our collegiate membership, which is very low at this time. Is Tri-M something we need to promote?  
We need to start implementing the National Standards.
- G. NMMEA News & Goals Update  
Need more applicants for National Honor Ensembles  
Website updates were presented and we were request to check out what is currently posted. If something needs to be added or changed let President Swapp know in the next week.
- H. Action Items  
We would like to design a new NMMEA logo. This has been a slow and frustrating process.  
President Swapp presented several examples. He asked for some ideas from the Board.  
Our current MPA rubric has worked quite well. We will have a breakout session later in the meeting to discuss the rubric. We will also discuss what we might do at a possible Legislative Day.  
Mr. Swapp put some of the results of the survey that students took in January in a spreadsheet and presented the highlights.

**VII. NMMEA District President’s Reports** (Reports attached)

- Saul Garland, President**, Southwest District 1
- Adam Bryant, President**, Southeast District 2
- David Schwartz, President**, Northwest District 3
- Laura Eberhardt, President**, North Central District 4

**Kurt Schmidt, President**, Central District 6  
**Tyler North, President** - Albuquerque District 7

Each District President reported what has taken place in their district since our January Board Meeting. They reported their financial status, new music educators that they know about, positive things happening their district, and concerns they have. District Presidents are encouraged to present their reports at their district meetings and/or post their reports on their respective link on our website.

**VIII. Advocacy Direction/Plans** - President Swapp

This was discussed in President Swapp's report.

**IX. NMMEA Awards Programs** - Joseph Flores, Past President

A. 2015 Awards Recipients

Music Educator of the Year - Dustin Seifert, Portales

Hall of Fame

Keith Jordan, Albuquerque

Kurt Chrisman, Farmington

Pam Towry-Church, Cimarron

New and Emerging Teacher - Nicholas Prior, Albuquerque

Emeritus Teacher - Diane Schutz, Las Cruces

Administrator of the Year - Ricky Espinoza, Aztec

Rollie V. Heltman Distinguished Service Award - Diane Otts, Albuquerque

Award of Distinction - Las Cruces Public Schools

B. Mr. Flores presented a document developed with the input from the Vice Presidents stating the concerns about the awards procedures currently in place and possible solutions. The awards guidelines and application form will be updated for next year's awards.

C. Need to keep the awards portion of the lunch moving. Their bios that are read should be short and recipients should be asked to limit their comments to 2 minutes.

At this point in the meeting the Board of Directors and Officer's-Elect broke out to discussion groups. Each group shared the information that they discussed

**X. Unfinished Business**

A. Luncheon Menu and Ticket Price, Ways to improve attendance

B. **Honor Ensemble Rehearsal Time - Popejoy Hall**

**Thursday**

1:15 to 2:00 PM - Choir

2:15 to 3:00 PM - General Music

**Friday**

1:00 to 1:45 PM - Band

2:00 to 2:45 PM - Orchestra

**Honor Ensemble Performance Order - Popejoy Hall**

**Thursday**

3:15 PM - General Music Ensemble

3:45 PM - Choir

**Friday**

3:00 PM - Orchestra

3:45 PM - Band

**Honor Ensemble Warm up Rooms**

B117 - CFA

B120 - CFA

Keller Hall - CFA

C. Proposed Dates for the 2016 All-State are January 6-9, 2016. Need to confirm dates with UNM.

D. Bill Smith Stipends - Seven \$50 stipends, one per ensemble, will be awarded.

E. Exhibits Discussion & Decision

It was decided to continue what we did this past year. If space is available for a few more booths we will offer those to businesses who wish to exhibit on a first come first served basis.

- F. Process to distribute comp tickets for Saturday's concerts.  
Since the process we have been using doesn't seem to be working and is being abused by some there was some discussion as to how to correct this process. Possible solutions include punching or stamping each person's badge when they request a comp ticket for each concert; moving the area where we issue comp tickets from the kiosk to the entrance to the Popejoy Foyer or next to where the Popejoy staff is collecting tickets.

**XI. New Business – Action Items** (May be moved earlier in the meeting)

- a. Approval of Merchandise Contract for 2015 and 2016  
It was moved and seconded to approve the Zia Graphics Merchandise Contract for 2015 and 2016 NMMEA All-State Music Festival and In-Service Conference. Motion passed.
- b. Conference Hotel Approval (Sheraton Uptown)  
It was moved and seconded to accept the Sheraton Uptown as the conference hotel with a rate of \$89 a night plus taxes. (This rate includes a full hot breakfast) Motion passed.
- c. 2015 All-State Registration Fees  
It was moved and seconded to accept the proposed All-State Registration Fees as proposed. (No increase in fees for 2015) It was suggested to add a one-day badge for the Thursday and Friday sessions. Saturday concert admission would not be included in the one-day badge. The one-day badge would be \$25 for a member and \$55 for a non-member. A parent will be considered as a chaperone and register for \$20. Motion passed.
- d. Action on the 2014-15 NMMEA Proposed Budget  
It was moved and seconded to accept the proposed budget for 2014-2015 as submitted by Don Gerheart. Motion passed.
- e. Site Chair Approval for 2016 All-State  
Since we do not have possible individuals for this position at this time we will make a decision when we have an applicant to present to the Board.
- f. Recorded Auditions for Orchestra Section needs Board approval.  
It was moved and seconded to support the orchestra division moving to recorded auditions. Motion passed.
- g. Collegiate Headliner/Clinician  
It was moved and seconded to cover the expenses for Dr. Eichenberger as the Collegiate Music Headliner for 2015. Motion passed.  
It was moved and seconded to institute a 3 point program in the collegiate division funding an honorarium not to exceed \$900 annually to support the procurement of a headliner clinician who will provide three clinics/sessions specifically related to pre-teaching and new teacher topics. NMMEA will also pay travel, room and meals not to exceed \$40 per day.
- h. \$100 to ENMU student for compiling the All-State Survey  
It was moved to approve an honorarium of \$100 for Brianna Bermudez for the compiling All-State Survey. Motion passed.
- i. Discussion about Legislator Packets  
There was discussion as to what information we might include in packets to be distributed to our state legislators (112). We also accepted ideas as to what we might do for Capitol Day in Santa Fe in 2015. We will try to have our February Executive Committee Meeting in Santa Fe.

**XII. Other Information for the Good of the Organization**

None brought forward

**XIII. Next Board of Director's Meeting**

Wednesday, January 7, 2015 - 1:00 PM - Student Union Santa Ana A & B

**XIV. Adjournment**

It was moved and seconded to adjourn. Meeting adjourned at 3:50 PM.

Respectfully submitted,

Don Gerheart, Executive Director, NMMEA