



NMMEA Executive Committee Meeting

February 20, 2015 - 3:00 PM and February 21, 2015 - 8:30 AM
New Mexico Activities Association Conference Room
6600 Palomas NE, Albuquerque, NM 87107

Minutes

Present: Brian Uerling, President; Neil Swapp, Past President (Friday Only); Bernie Chavez, Band VP; Jonathan Armerding, Orchestra VP; Deana Amend, Choral VP; Jim Rivera, Guitar VP; Jan Delgado, General Music VP; Keith Jordan, Editor, NM Musician; and Don Gerheart, Executive Director. Absent: Kayla Paulk, Collegiate VP - Ill. Guest: Robin Giebelhausen.

1. **Welcome, Call to Order, Opening Comments** - Brian Uerling, NMMEA President, called the meeting to order at 3:02 PM.
2. **Approval of Minutes - Executive Committee (1/10/15)**
It was moved and seconded to approve the minutes as presented. Motion passed.
3. **Executive Director's Report:** Don Gerheart, Executive Director
 - A. NMMEA Financial Report as of December 31, 2014 (See attached)
Executive Director Gerheart explained the financial report as submitted by our accounting firm. NMMEA is in solid financial shape.
Financial Status as of January 31, 2015
Checking = \$118,455.54
CD #3 = \$60,589.53
CD #4 = \$73,354.60
Bill Smith = \$2,487.34
Total Current Assets = \$254,887.01 (January 2014 = \$250,116.55)
A motion was made and seconded to accept the financial report as presented.
Motion passed.
 - B. Audition Reports (Included in folder)
Detailed reports were presented regarding the All-State auditions. They included the numbers of students registered, no shows (18%), fees received, schools who had students audition, and audition expenses.
 - C. Attendance at All-State (Included in folder)
Attendance for the past three years has remained constant just over 500 registered. Close to 950 students participated in our eight performing ensembles.
 - D. All-State Concert Attendance
Attendance was up from last year. Paid attendance was 3318. Total attendance with comp tickets was 4388.
 - E. Exhibits & Sponsors (Included in folder)
We had five concert sponsors three of which purchased booths. Five university booths were purchased. Income from sponsors and booths was over \$3,459 before expenses.

- F. Awards Luncheon (Included in folder)
The luncheon was well received. We lost over \$800 due to \$3.50 increase per plate. There were quite a few concerns that the awards introductions and speeches were too long.
 - G. Credit Card Transactions (Included in folder)
Over \$16,000 in fees were processed through PayPal. Credit card fees were almost \$600 or 3.5%.
 - H. Guest Conductors Expenses (Included in folder)
A detailed report listing the expenses of our guest conductors and headliners was presented.
 - I. All-State Recordings & Merchandise
Recordings = \$732.29 (Additional sales likely)
Zia Graphics = \$5,518.24
 - J. Updates from meeting attended.
There are a number of bills in the legislature that may have an impact on education. Most are very likely to not move on and get passed.
- 4. New Mexico Musician Report - Keith Jordan, Editor**
- A. Deadlines and information needed for the spring issue is March 1.
 - B. Checking balance is \$2380 with \$445 outstanding.
 - C. Estimated cost for the spring issue is \$2700.
- 5. NMMEA President's Report - Brian Uerling, NMMEA President**
- A. Introductory Remarks
President Uerling believes in positive, forward action. We need to get our cause out to the people. We hope to have a "Music Day at the Round House" in 2016.
 - B. All-State Follow Up -All
All-State went very smoothly, the energy level was high, and it was a very positive experience. The feedback received about the clinics was also very positive. There were a few glitches and concerns that occurred which will be addressed for next year. There was a meaningful discussion in the choral section regarding recorded auditions. No decisions were made. There were a couple of rather major problems in registration. A major concern was the lack of connecting to the Internet in the SUB through the "guest" access. We need to get a more secure and stable Internet connection from UNM that is password protected.
 - C. NAFME Meetings/National Assembly June 24, 2015 thru June 29, 2015 in Tysons Corner, VA
President Uerling would like us to consider sending our editor to the national assembly in the odd number years.
 - D. Goals for NMMEA this year.
 - Be a watchdog for music education in our schools.
 - Every child in New Mexico has opportunities for music education before they are nine years old.
 - E. Conference Apps
Neil Swapp has looked into several companies who might be able to set up apps for our conference program. He reviewed what he has found out so far.
 - F. Email accounts
Neil Swapp reviewed our NMMEA email accounts, how to access them, and what can actually be done with gmail accounts.
- 6. Music In Our Schools Month Report - Jan Delgado, Chair**
Ms. Delgado reported some of the things that have been done for MIOSM. With testing as it currently is it is very difficult to do music in our schools activities.
- 7. NMMEA All-State Auditions:** President Brian Uerling, Vice Presidents: Deanna Amend, Bernie Chavez, Jonathan Armerding, and Jim Rivera
- A. Review and Update Audition Procedures, Scoring Sheets, Dates, Sites, Chairpersons, etc.**
 - 1. Auditions Concerns from the 2014 Auditions and possible solutions.

- Home school students and students in schools where there is no music program were registered for the most part by Don Gerheart. A few were still registered by members.
 - Variances in site expenses for audition team refreshments and lunches. Still inconsistent among sites.
 - Cut off dates for accepting registrations. We adhered to the posted deadlines and we had a lot less late fees and very few asking to register a student after the final deadline.
 - Request for schedule changes were greatly reduced since directors were given 48 hours from the time they received a copy of their schedule to spot errors and request changes or add a missing student who was registered.
 - Scheduling concerns - number of students per accompanist, specific time requests still being made, etc.
 - Tracking the number of students the choral and guitar audition team hears and an accurate number of no shows needs to be more accurate.
 - Perhaps someone else other than the site chairs should do the scheduling for the winds and percussion as the audition schedules usually have to be out in the midst of a busy marching band time period.
 - The recording techs need to be tuned into the process and high school students should not be used. All techs must read their instructions and follow them as well as reading the script provided as written.
2. New members to the audition team need to be oriented to procedures, scoring, etc. especially if they are not actively teaching in our schools.

B. Determine audition dates for 2015. Possible dates and sites for auditions are as follows:

Choral -

Oct. 19, 2015 - Las Cruces, NMSU
 Oct. 20, 2015 - Albuquerque, UNM
 Oct. 21, 2015 - Albuquerque, UNM
 Oct. 22, 2015 - Albuquerque, UNM
 Oct. 23, 2015 - Portales, ENMU

Deadline for registrations is September 21, 2015

Strings

Oct. 21, 2015 - Las Cruces, NMSU
 Oct. 22, 2015 - Albuquerque
 Oct. 23, 2015 - Albuquerque

Deadline for registrations is September 23, 2015

Guitar

October 22, 2015 - Cibola
 October 23, 2015 - Cibola

Deadline for registrations is September 23, 2015

Winds and Percussion -

Nov. 3, 2015 - Portales, ENMU
 Nov. 4, 2015 - Albuquerque, Eldorado HS
 Nov. 5, 2015 - Albuquerque, Eldorado HS
 Nov. 6, 2015 - Las Cruces, NMSU

Deadline for registrations is October 5, 2015

It was moved and seconded to approve the audition dates and sites as presented. Motion passed.

C. Audition Teams, Approval of Audition Team, Sites & Chairs, and Related Information

1. 2015 Audition Materials and Requirements are all in place.
2. Commitment Form was updated.

It was moved and seconded to approve the Commitment Form as presented.

3. Audition Concerns and Possible Changes for 2015
 - Audition Team Expectations - No split auditions, no texting during student auditions, Give undivided attention to each student who auditions, etc. Must follow guidelines. Team members need to be reminded of this every year.
 - No changes to the audition process for 2015.
 - Review the recorded auditions procedures for winds and percussion specifically getting the results posted in a timely manner.
 - The recording techs are a key component of the recorded audition process. We must be sure we have capable people as recording techs and everyone is following the process as scripted.
 - Students eligible to audition are students enrolled for credit in similar classes.
- D. Continue to promote students auditioning for All-State and encouraging more schools to participate. The number of students registering for auditions is not increasing.

Meeting adjourned until 8:30 AM tomorrow morning.

8. 2015 All-State Wrap Up

A. 2015 All-State Review

B. Input/Comments on the following components of All-State

1. Chair auditions and organization.
Overall the Wednesday chair auditions went well.
 2. Honors Concerts held Thursday and Friday afternoons continue to be successful and well received. Ensembles do need to adhere to the performance times and not go over than the allotted time. We need to remind students that they are required to attend the honor concerts.
 3. Awards Banquet/Business Meeting - Program, Awards, etc. Friday, January 9, 2015.
Introductions of the recipients were too long and so were several of the speeches. Comments by the award recipients should be no longer than two minutes. Lost over \$800 due to a \$3.50 increase in the prices of each lunch. Recommend \$20.
 4. Guest Conductors have been asked to have receipts for expenses. Many of the guest conductors have not been presenting receipts. We will pay the guest conductor and headliners \$40 per day when they are on site and we will no longer require receipts - \$40 for the collegiate and general music headliners and \$120 for the guest conductors.
 5. All-State Site, Organization, Parking, etc.
There is an area between the Ed Building and the area west of the SUB that is quite dark and needs to be addressed with UNM. It is a safety issue. Need to check on the large room in the Ed Building to see if it will be available for 2016.
 6. There is no need to change what we have been doing for the past two years for our concert sponsors and the area in foyer for booths in the area outside of Keller Hall.
 7. Action on Student No Shows. Students who did not attend All-State were discussed. Most of the no shows were seniors. Three students will not be able audition for next year's All-State and their directors have been informed. A question was raised. Did the directors of these students talk to them about their responsibilities and follow through with them and their parents? Most no shows were in the choirs. Perhaps they did not have their music memorized.
 8. The 21st Century Rehearsal Etiquette was presented to all ensembles. This needs to be done every year.
 9. For the most part students were prepared on their music. There were a couple of students who needed some extra help.
 10. Our guest conductors did adhere to the rehearsal schedule. Students need to be engaged in rehearsals and should not be allowed to be dismissed with nothing to do. Students must be supervised at all times.
 12. The traffic pattern for the Saturday concerts worked pretty well. The traffic pattern should not be going through the main foyer area of Popejoy where patrons are gathering.
 13. Evaluation of the comp tickets handed out for Saturday concerts. We need to tighten up this process. Don will meet with Popejoy staff to discuss possible solutions.
- ### C. Summary of All-State Section Meetings - Vice Presidents

The band section decided to move the wind and percussion to the first week in November. The Small School Band requested having an additional site in the NW District. No action was brought forth from the band section meeting. MPA participation for the guitars has raised the bar and students are better prepared for auditions. The choral section had more discussion on the pros and cons of recorded auditions. It was reiterated that there will be no changes to the schedule 48 hours after the schedule is sent to the directors. Directors need to be sure they register each student with the correct voice classification. Information was solicited from the general music teachers for clinics and a headliner clinician.

9. The 2016 All-State Music Festival and In-Service Conference January 6-9, 2016

- A. UNM Facilities, Logistics, Recommendations, etc.
 - 1. There were no significant recommendations for change from our site chair for 2016.
 - 2. General music needs a longer time for a session or two.
- B. NMMEA Vice-Presidents Report
 - 1. Contact information for our guest conductors needs to be submitted to the President and Executive Director as soon as possible.
 - 2. Contracts - President Uerling will send contracts to our guest conductors and headliner clinicians.
 - 3. Concert Programs from Guest Conductors (No program changes after April 1st)
Vice Presidents are to check to be sure the programs are playable for our ensembles and that they meet the performance time criteria. A rental piece is being considered for one of the bands. There was some discussion about programing rental pieces and music on the public domain library.
 - 4. Check instrumentation carefully especially for the percussion section.
 - 5. Planned Clinics, Workshops, Room Assignments, etc.
Each VP informed us where they are with possible clinics.
 - 6. Special Equipment Needs - There is a form that needs to be completed if any special equipment is needed during All-State and submitted to the site chair.
 - 7. General Music Clinician, Honor Ensemble, etc. - Jan Delgado
Possible topics are in progress. Promote teachers to submit applications for the general music honor ensembles.
 - 8. Collegiate Section - Kayla Paulk - Absent due to illness.
Timothy Gerber is the collegiate headliner and he is from Ohio State University.
 - 9. General Session for All Members - Brian Uerling
Richard Cangro from Western Illinois University will be our keynote speaker.
 - 10. Awards Report - Neil Swapp
Rewards applications will be submitted in electronic form only.
 - 11. The President needs to remind our audience not to take flash photography during the performances. There is also a concern that there is definitely a copyright infringement for recording our concerts. While we may not be able to stop flash photography and/or recordings it is our responsibility to educate our audiences.
- C. NMMEA 2015 Honor Ensembles - Vice Presidents
 - 1. Deadline for submissions is June 1. The rehearsal order and performance order will be determined in July.
 - 2. Warm-up room and storage for equipment and clothes will be designated.
 - 3. Designated person in charge of honor ensembles should be determined by the director of the honor ensemble in communication with the respective VP.
 - 4. The honor ensemble directors determine their stage crew for rehearsal and concerts.
Performance time not to exceed 30 minutes and on and off the stage.
 - 5. Be sure that the honor group directors are reminded about their time on stage, length of program, interaction with Popejoy staff, etc. Programs are to be submitted to VPs to check for time.
 - 6. Non-Traditional Performance Slot – Applications will be accepted for 2016.

D. NMMEA 2016 All-State Festival Concerts Saturday, January 9, 2016.

1. Performance Order and Concert Times
9:00 AM Treble Choir, 9:45 AM Mixed Choir, 11:15 AM Small School Band,
Noon Concert Band, 12:45 PM Symphonic Band 2:15 PM Guitar Ensemble,
3:00 PM Concert Orchestra, 3:45 PM Symphonic Orchestra
2. Ticket Distribution - District Presidents or their Designee - Foyer of Popejoy
Two District Presidents assist Popejoy Staff prior to each concert.

E. Reminders:

1. All-State Instrumentation/Voicing - No changes at this time.
2. Adhere to "Operating Procedures" for information about how our organization operates. Submit additions or changes to Don Gerheart.
3. Procedure for supplementary musicians used in All-State Groups. NMMEA relies on volunteers if supplementary musicians are needed.
4. Need to Promote All-State
It would be very nice if there would be someone who can help us promote All-State by doing publicity and contacting media outlets.

10. NMMEA Official Handbook - Brian Uerling and all

1. Review Handbook for any changes to the existing content or to add new material. Need to add 6A to the classifications of the schools. Change the three-column format to a single column format. Add a section for the General Music Honor Ensembles. Add "No tempo setting devices are allowed in the audition room" to the band, orchestra, choir, and guitar sections.
It was moved and seconded to accept the changes to the "Handbook". Motion passed.

11. Unfinished Business

1. All-State Sight Coordinator
President Uerling indicated that we may have a person (Kathy Espinosa) to take over the as the All-State Site Chair.
2. Awards Guidelines and Procedures
It was moved and seconded to approve the guidelines for the achievement awards as presented. Motion passed.

12. New Business

1. Consider the Northwest District's proposal to add an audition site in the Farmington area for winds and percussion. (Proposal in folder).
A motion was made to table adding a Northwest District audition site. This concern must be presented to all sections at the 2016 All-State section meetings. Motion passed.
Any proposal to add an audition site should come from the section to be considered by the Executive Committee at their February meeting.
2. A brief discussion about our 2016 conference hotel took place. The final decision will be made in July.
3. Proposed dates for 2017 All-State are January 4-7, 2017. Not confirmed by Popejoy or UNM

13. Dates, Times, and Place for the Summer Board of Directors Meeting

Monday July 13, 2015 and Tuesday, July 14, 2015 - NMAA Headquarters, Albuquerque

District Presidents Meeting - Monday, July 13, 2015 1:00 PM

Vice Presidents meet to determine awards recipients - Monday, July 13, 2015 - 1:00 PM

Executive Committee Meeting - Monday, July 13, 2015 - 3:00 PM

Board of Directors Meeting - Tuesday, July 14, 2015 - 8:30 AM

NMAA Advisory Councils - Band Advisory Committee will meet on June 9th. The choir and orchestra meeting dates will be determined by NMAA.

14. Adjournment

A motion was made and seconded to adjourn. Meeting adjourned at 2:13 PM.