



**NMMEA Executive Committee Meeting**  
**July 8, 2014 – 1:00 PM**  
**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, SW District; Adam Bryant, Southeast District; David Schwartz, Northwest District; Laura Eberhardt, North Central; and Tyler North, Albuquerque.

### **1. Call to Order - Neil Swapp, NMMEA President**

President Swapp called the meeting to order at 1:04 PM.

### **2. Approval of Minutes - Executive Committee**

It was moved and seconded to approve the minutes as presented. Motion passed.

### **3. NMMEA All-State Auditions Review: President Swapp, Vice Presidents: Rebecca Simons, Jennifer Johnson, Brian Uerling, Jeremy Mayne, and Don Gerheart.**

A. Review and Update Audition Procedures, Forms, Dates, Sites, Chairpersons, etc.

Each Vice President submitted an oral and written report for their respective sections. Their reports included who will serve as a member of the audition teams and confirmation for the audition sites and chairs.

Rebecca Simons, Orchestra VP, reported that the strings auditions will be recorded this year. Some of this information is posted on our website. Check the fall issue on the “New Mexico Musician” for the pertinent information for each section.

### **2015 Audition Dates, Sites, and Chairs**

#### **Choral**

Oct. 20, 2014 - Portales, ENMU  
Oct. 21, 2014 - Albuquerque, UNM  
Oct. 22, 2014 - Albuquerque, UNM  
Oct. 23, 2014 - Albuquerque, UNM  
Oct. 24, 2014 - Las Cruces, NMSU

September 20, 2014 is the last day to register at the \$12 registration fee. The late audition period is from September 21, 2014 through midnight September 27, 2014. The late registration fee is \$25 per audition.  
**No audition registrations will be accepted after midnight September 27, 2014.**

#### **Strings**

Oct. 22 2014 - Las Cruces, NMSU - Jennifer Rogers & Dee Ann Cason  
Oct. 23, 2014 - Albuquerque, Eldorado HS - Ruth Striegel  
Oct. 24, 2014 - Albuquerque, Eldorado HS - Ruth Striegel

September 22, 2014 is the last day to register at the \$12 registration fee. The late audition period is from September 23, 2014 through midnight September 29, 2014. The late registration fee is \$25 per audition. **No audition registrations will be accepted after midnight September 29, 2014.**

### **Guitar**

October 23, 2014 - Cibola - Eduardo Trujillo

October 24, 2014 - Cibola - Eduardo Trujillo

September 23, 2014 is the last day to register at the \$12 registration fee. The late audition period is from September 24, 2014 through midnight September 30, 2014. The late registration fee is \$25 per audition. **No audition registrations will be accepted after midnight September 30, 2014.**

### **Winds/Percussion**

Nov, 18, 2014 - Albuquerque, La Cueva - John Converse

Nov, 19, 2014 - Albuquerque, La Cueva - John Converse

Nov. 20, 2014 - Las Cruces, NMSU - Shawn Silva

Nov. 21, 2014 - Portales, ENMU - Dustin Seifert

October 18, 2014 is the last day to register at the \$12 registration fee. The late audition period is from October 19, 2014 through midnight October 25, 2014. The late registration fee is \$25 per audition.

**No audition registrations will be accepted after midnight October 25, 2014.**

### **Please encourage as many students as possible to audition for All-State**

#### **B. Audition Teams and Related Information**

All teams are in place for the 2014 auditions. The audition piece for the vocal auditions is rather difficult and for that reason the number of students may be less than in the past.

#### **C. 2014 Audition Procedures, Revisions, and related information.**

All recorded audition results will be reported on an Excel spreadsheet provided by the respective VP. No individual scoring sheets will be provided for the string auditions or for the wind and percussion auditions. Individual scoring sheets will still be used for the guitar and the vocal auditions as in the past. By the end of their term of office (January 9, 2014) each VP will provide the Executive Director with a "To Do" list. This will be submitted with the tasks that are done by month. These checklists will be kept on file in the NMMEA office.

#### **D. All-State On-line Audition Registration Forms, Scoring Sheets, etc.**

Since we are in the process of developing our new website we may be able to move to online registrations for auditions. President Swapp briefed us on what the new website might look like. There is a need to develop a form for requests to present clinics at our conference. Jason Paulk and the VP's will develop the procedure and form.

#### **E. Student/Parent Link of NMMEA Website**

We will continue to have this link which will contain the information for students and parents about auditions and All-State and their expectations.

#### **F. Nametags for students at audition sites should not be used.**

#### **G. All Sites and auditions are to be done exactly the same.**

A script will be presented to each person who serves as a tech to record auditions. It was also suggested that a video be made on how to do conduct the auditions for all sections. It will be required for all judges to hear the information on how to conduct the auditions. A signature will be required indicating that each recording tech and each judge has received the instructions on how to conduct the auditions. Commitment Forms with all three signatures are required and are to be kept on file by each music educator.

### **4. The 2015 All-State Music Festival and In-Service Conference January 7-10, 2015**

#### **A. UNM Facilities, Logistics, Responsibilities, etc. – Diane Otts All-State Site Co-Chair**

Diane Otts, site coordinator, reviewed concerns from last year and what needs to take place this year.

#### **B. All-State Registration Fees Review, Parking, etc.**

Executive Director Gerheart indicated that at this time he doesn't see a need to raise All-State audition fees or conference fees unless the Board feels a need to do so or expenses other than what will be submitted in the proposed budget are approved. Mr. Gerheart will meet with UNM Parking Services to determine if there will be any changes to the parking for 2015.

- C. Recording and Zia Graphics Contracts, etc. - Don Gerheart  
Shhh Productions has one more year on our contract for the All-State recordings. Zia Graphics was send a copy of the proposed contract for 2015-16. Upon approval by the Board I will get a signed contract from them.
- D. Student Expectations in Rehearsal  
These expectations are to be presented at the student orientation and also at the first rehearsal of the ensemble.
- E. NMMEA Vice Presidents Reports  
Virginia Hinds, Jennifer Johnson, Brian Uerling, Rebecca Simons, Jeremy Mayne, Jason Paulk

Each of the Vice Presidents presented their respective reports including 2015 Honor Ensembles, possible clinics and clinicians, and any changes or additions for 2015. Much of this information will be included in the fall issue of the “New Mexico Musician”.

- 1. Schedule of Activities - President Swapp and Vice Presidents  
A question was asked if a university ensemble could perform for the students during All-State. Because of a very tight schedule and facility concerns it was agreed not to do this.
- 2. Contracts - All accompanists and paid performers need contracts in place ASAP.
- 3. Workshops, Clinicians, Reading Sessions, etc. - VP’s Need to screen content of workshops  
**Clinicians must furnish their own materials.**
- 4. Special Equipment Needs - Site Co-chairs
- 5. 2014 Honors Groups, Concerts, etc. - VP’s  
The 2015 Honor Ensembles are as follows:  
General Music - Sunset View Elementary “Upbeat African Drum Ensemble”, Christine Strickland  
Choir - Rio Rancho High School - Becky Talbott  
Band - Clovis High School - Bill Allred  
Orchestra - Las Cruces High School - Jennifer Rogers  
It was move and seconded to accept, as recommended, all honor ensembles as presented by each section Vice President. Motion passed.  
Honor Programs are to be submitted for approval no later than October 15th. Check timing, instrumentation, etc. Remind them that each ensemble must adhere to the time allotments.

**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

- a. Warm up room, storage of equipment and clothes - Diana Otts
- b. Stage crews for rehearsals and concerts - VP or designee
- c. VP’s are designated persons in charge of Honor Ensembles and are to communicate with the Honor Ensemble director.

- 6. Collegiate Section Clinics & Section Meeting - Jason Paulk  
The Collegiate Section would like to continue with the Thursday Roundtable Session.

One of the clinics will be a mock interview session.

It was proposed to have a collegiate headliner added to our conference to present clinic sessions for both the collegiate students and vocal teachers. For 2015 this would be a one-day event held on Friday. This will be presented to the Board of Directors, as it is a financial manner.

7. Monitors - District Presidents provide names to Vice Presidents no later than September 15  
Monitors MUST check badges for all sessions.
8. Comp Tickets for All Concerts - Need to tighten up the process for distributing comp tickets.  
The process to distribute comp tickets that we have used in the past is being abused by some badge holders.  
Discussion followed but no concrete solutions were presented.
9. Transportation/Drivers for All-State Guest Conductors are to be assigned.
10. Chairpersons and Assistants for All-State Groups have been assigned.
11. Business/Awards Luncheon - Menu, details, etc. - Don Gerheart  
Menu will be determined based on what we can purchase charging \$18 per lunch ticket.

## **5. NMMEA 2015 All-State Festival Concerts**

Saturday, January 10, 2015- Neil Swapp, Presiding

- A. Performance Order and Concert Times  
9:00 AM Small School Band, 9:45 AM Concert Band, 10:30 AM Symphonic Band  
12:00 PM Guitar Ensemble, 12:45 PM Concert Orchestra, 1:30 Symphony Orchestra  
3:00 PM Treble Choir, 3:45 PM Mixed Choir
- B. Ticket Distribution - District Presidents or their Designee - Foyer of Popejoy  
District Presidents are to determine coverage for ticket distribution. For example:  
8:30 AM – District \_\_\_3\_\_\_ & District \_\_\_4\_\_\_  
11:30 AM – District \_\_\_2\_\_\_ & District \_\_\_7\_\_\_  
2:30 PM – District \_\_\_1\_\_\_ & District \_\_\_6\_\_\_
- C. Additional All-State Matters
  - a. Student Performance Dress - School Uniforms
  - b. Instrument Case Storage - Room 1108 CFA
  - c. Stage Crews to be determined by VP's
  - d. House Manager - Joseph Flores

## **6. Unfinished Business**

- a. Handbook Updates - Don Gerheart and VP's  
It was moved to accept the Handbook revisions as presented by our Executive Director and allow continued revisions in grammar and spelling as needed. Motion passed.
- b. Collegiate Observer Guidelines - Jason Paulk  
A two-paragraph form was presented and will be signed by observers.
- c. Student Accompanist Status is in place and a student will accompany one piece for an All-State Choir.

## **7. New Business (All-State Only)**

- a. Recommendation to the Board - All-State Site Chair for 2016 (to shadow Diane Otts in 2015)  
Send names to be considered to President Swapp and Don Gerheart.

## **8. Dates for next meetings:**

Wednesday, January 7, 2015 at 1:00 PM for the NMMEA Board of Directors Meeting  
Saturday, January 10, 2015 at 8:00 AM for the NMMEA Executive Committee Meeting

## **9. Adjournment**

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

Respectfully submitted,

Don Gerheart, Executive Director, NMMEA