



## NMMEA Executive Committee Meeting

February 19, 2016 - 3:00 PM and February 20, 2016 - 8:30 AM

New Mexico Activities Association Conference Room

6600 Palomas NE, Albuquerque, NM 87107

### Minutes

Present: Brian Uerling, President; Neil Swapp, Past President; Bernie Chavez, Band VP; Jonathan Armerding, Orchestra VP; Deanna Amend, Choral VP; Jim Rivera, Guitar VP; Jan Delgado, General Music VP; Keith Jordan, Editor, NM Musician; Don Gerheart, Executive Director. Absent: Kayla Paulk, Collegiate VP. Guest present: Kathy Espinoza, All-State Site Chair.

#### 1. Welcome, Call to Order, Opening Comments

Brian Uerling, NMMEA President, called the meeting to order at 3:01 PM.

#### 2. Approval of Minutes - Executive Committee (1/9/16)

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

#### 3. Executive Director's Report: Don Gerheart, Executive Director NMMEA Financial Report as of December 31, 2015 (See attached)

Financial Status as of January 31, 2016

Checking = \$130,231.21

CD #3 = \$60,589.53

CD #4 = \$75,097.12

Bill Smith = \$1,688.38

**Total Current Assets = \$267,606.24** (January 2015 = \$254,887.01)

A. Audition Reports (Included in folder)

B. Attendance at All-State (Included in folder)

409 music educators registered to attend All-State as well as 65 collegiate students.

C. All-State Concert Attendance

4615 people attended our Saturday All-State concerts. Paid attendance was 3465 and comp tickets totaled 1150.

D. Exhibits & Sponsors (Included in folder)

We had 6 concert sponsors and 9 booths in the exhibit area.

E. Awards Luncheon (Included in folder)

175 people attended the Awards Luncheon.

F. Credit Card Transactions (Included in folder)

Credit card transaction totaled more than \$16,000.

G. Guest Conductors Expenses (Included in folder)

Guest conductor, guest clinicians, and accompanists' expenses were over \$24,000.

H. All-State Recordings & Merchandise

Recordings = \$806.00 (Additional Income from on line sales is forthcoming)

Zia Graphics = \$5,298.28

It was moved and seconded to accept the Executive Directors reports as presented. Motion passed.

#### 4. New Mexico Musician Report - Keith Jordan, Editor

A. Deadlines and information needed for the spring issue.

Editor Jordan reported that the deadline to submit articles for the spring issue is March 1. He clarified what information he needs for this issue.

- B. It is estimated that after the spring issues is printed and mailed that the deficit is about \$600.
- C. There was discussion about who gets the magazine and should we continue mailing out as many copies as we have been. This may be a way to lower the cost of the magazine. In reality advertisers tend to buy ads based on the magazine circulation. Editor Jordan will look into some of the possible options to save some money. Of most concern is should we continue to send a copy to each school in New Mexico as those copies are usually put in the music teacher's mailbox.

**5. NMMEA President's Report - Brian Uerling, NMMEA President**

- A. Introductory Remarks  
President Uerling thanked our VP's and everyone who made All-State a success.
- B. All-State Follow Up  
The clinics were very good and well attended.
- C. NAFME Meetings/National Assembly June 22, 2016 thru June 25, 2016 in Tysons Corner, VA.  
President Uerling, Don Gerheart, and our incoming president will attend.
- D. NAFME Updates - A report will be presented in July following our attendance at the National Assembly in June. Keep checking the NAFME website as there is a lot of information available to us.
- E. Goals for NMMEA this year.  
We need to advocacy as a top priority. We need to get more music educators to join NAFME/NMMEA.
- F. Conference Apps – Piloting a free conference app was well received.
- G. Please encourage students to audition for the National Honor Ensembles.

**6. Music In Our Schools Month Report - Jan Delgado, Chair**

Teachers can download the music from the NAFME as well as a lot of additional MIOSM information.

**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 2015 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. These registrations require a fair amount of time to process and maintain communication.
  - Variances in site expenses for audition team refreshments and lunches are still inconsistent among sites. This will be addressed to a few of the site chairs next fall.
  - Cut off dates for accepting registrations are being adhered to for the most part. 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 - Directors need to be more careful about entering student info on the registration forms specifically the voice classification and the Small School Band/Large School Band preference.
  - We need to tighten up the scheduling process in particular for the ABQ and LC wind and percussion auditions. Perhaps someone else other than the site chairs should do the scheduling as the audition schedules usually have to be out in the midst of a busy marching band time period. They are done at the 11<sup>th</sup> hour, which produces more errors.
  - The recording techs need to be trained before they start recording auditions. When auditioning students they need to be tuned into the process. 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.

- The audition process needs more uniformity. It is most important that instructions and training is proved to the recording techs and that the recording levels on all recorders are set at the same level at all sights.
  - We need to have one etude and one script for both Small School Band and Large School Band. This should clear up some of the problems in the audition process.
  - Auditions need to be shorter and concise. We need to adhere to the seven-minute time allotment.
  - There were too many students that were unprepared for their audition.
  - Directors need to be sure their students are aware of what is involved in the audition process sequence.
  - The orchestra section formed a committee to deal with the solo inconsistencies.
  - There needs to be consistency with the monitors.
  - Add “ti” “do” to the vocal arpeggio.
  - The jazz educators need to be reminded that there is no recruiting at the auditions.
  - The scheduled time slots need to be followed as they were sent out.
  - When the schedules are set the scheduler needs to send each director a list of their students including their name, code #, time, and room. The entire schedule is not to be sent to anyone except the site chair and the Executive Director.
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 2016. Possible dates and sites for auditions are as follows:

**Choral** Oct. 17, 2016 - Portales, ENMU  
 Oct. 18, 2016 - Albuquerque, UNM  
 Oct. 19, 2016 - Albuquerque, UNM  
 Oct. 20, 2016 - Albuquerque, UNM  
 Oct. 21, 2016 - Las Cruces, NMSU  
 Registration Deadline is September 17, 2016. Late Registration fee September 18-24, 2016  
 No registrations will be accepted after September 24, 2016

**Strings** Oct. 19 2016 - Las Cruces, NMSU  
 Oct. 20, 2016 - Albuquerque  
 Oct. 21, 2016 – Albuquerque  
 Registration Deadline is September 17, 2016. Late Registration fee September 18-24, 2016  
 No registrations will be accepted after September 24, 2016

**Guitar** October 20, 2016 - Cibola  
 October 21, 2016 - Cibola  
 Registration Deadline is September 17, 2016. Late Registration fee September 18-24, 2016  
 No registrations will be accepted after September 24, 2016

**Winds and Percussion** Nov. 1, 2016 - Las Cruces, NMSU  
 Nov. 2, 2016 - TBD  
 Nov. 3, 2016 - TBD,  
 Nov. 4, 2016 - Portales, ENMU  
 Registration Deadline is October 1, 2016. Late Registration fee October 2-8, 2016  
 No registrations will be accepted after October 8, 2016

It was moved and seconded to approve the 2016 audition dates for all sections as presented. Motion passed

**B. Audition Teams, Approval of Audition Team, Sites & Chairs, and Related Information**  
 The list of audition materials, the audition sites, dates, chairs, All-State conductors and their concert programs will be posted on our website and the “New Mexico Musician” by April 1.

1. 2016 Audition Materials and Requirements  
There are changes to the percussion audition as presented by the percussion instructors and our three main universities. The total score on the percussion sheet will be 85 points not 100 points.  
The guitar etude will be shorter.
2. Commitment Form  
No changes were made to the Commitment Form that has been used.
3. Audition Concerns and Possible Changes for 2016
  - 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.
  - 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. Bernie Chavez will prepare a training video for the recording techs for us to review in July.
  - Students eligible to audition - Students enrolled for credit in similar classes.
- D. Continue to promote students auditioning for All-State and encouraging more schools to participate. Overall the audition numbers were slightly higher in 2015.

## 8. 2016 All-State Wrap Up

- A. 2017 All-State Review - Comments, suggestions with All-State Site Chair Kathy Espinoza. Kathy will have a form to fill out for VP's to indicate what they need for All-State. It is important to have a timeline for when things are due. The due date for forms, schedules, honor ensembles, etc. is October 31<sup>st</sup>. **The VP's are the contacts for the honor ensembles.** Several schools graciously lend percussion equipment to us for All-State. We need to decide on a procedure to have the equipment picked up and delivered to UNM and also to be returned to each school.

### **Input/Comments on the following components of All-State**

Each Vice President reported on how All-State went.

1. Chair auditions and organization.  
It was suggested that we look into having two large areas for the winds and strings to have a warm up area. Perhaps we can find other rooms for the percussion sectionals instead of their rehearsal rooms.
2. Honors Concerts held Thursday and Friday afternoons continue to be successful and well received.
3. Awards Banquet/Business Meeting - Program, Awards, etc. Friday, January 6, 2017.  
The luncheon and awards presentations moved along nicely and ended on time.
4. All-State Site, Organization, Parking, etc. went well.
5. It was decided to continue the limited exhibit area as we have been doing.
6. Action on Student No Shows.  
There were 9 students that did not attend All-State and are not eligible to audition for the 2017 All-State. Executive Director Gerheart notified each director of those students and asked them to notify their student. It was moved and seconded that they cannot audition for the 2017 All-State. Motion passed.
7. The 21<sup>st</sup> Century Rehearsal Etiquette was presented to all ensembles. It was determined to add a statement about keeping the storage rooms for cases, belongings, etc. from getting trashed.
8. Overall students were prepared on their music.
9. Some students were talked to indicating they could have been better prepared.
10. Guest conductors adhered to the rehearsal schedule as printed.
11. We will continue to look at our options for handing out the comp tickets for the Saturday concerts. Some ideas were suggested.
12. We have heard of no complaints about the Sheraton Uptown Hotel.

13. There was discussion about the conference schedule. It took too long this past year to get the information.

C. Summary of All-State Section Meetings - Vice Presidents

The section VP's provided the highlights of their respective section meetings.

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

A. UNM Facilities, Logistics, Recommendations, etc. with Kathy Espinoza, All-State Site Chair

The information for the All-State Program is due to the Executive Director by November 1.

Requests for rooms need to be based on the estimated attendance. There are always many requests for the larger spaces. The storage rooms for the Saturday concerts were a mess after the concerts concluded. There was discussion about how to best utilize Keller Hall. Ms. Espinoza will check with the SUB to clarify the times that we are being charged for. The lighting in the area of the Ed Building is inadequate and a safety concern.

**D. NMMEA Vice-Presidents Reports**

Each of the VP's presented their report including the following:

1. Audition centers, site chairs, audition materials.
2. Guest Conductors including names and all contact information.
3. Contracts - President Uerling
4. Concert Programs from Guest Conductors (No program changes after April 1<sup>st</sup>)
5. Check instrumentation carefully especially for the percussion section.  
Be very careful about instrumentation that cannot be filled by students.
6. Planned Clinics, Workshops, Room Assignments, etc.
7. Special equipment needs are to be listed on the form that the site chair will provide.
8. General Music Clinician, Honor Choir, etc. - Jan Delgado
9. Collegiate Section - Kayla Paulk
10. General Session for All Members - Brian Uerling  
Larry Livingston will be the 2017 Keynote Speaker.
11. Awards Report - Neil Swapp  
The on-line nomination process worked well. Some awards categories could have had more nominees.

**Bernie Chavez** is forming a committee to create an "Audition Handbook" which will contain all of the audition-related information and procedures.

**Jan Delgado** expressed the need to develop an up to date mailing list for the general music teachers in the state. She talked about the new national standards and what is new in them. Chris Judah-Lauder will be the general music headliner.

**Jim Rivera** reported that the audition etude was too long and will be shortened in the future.

**Jonathan Armerding** reported that a committee is working on a four-year rotation for the audition solos. Bowings need to be uniform for the students to use in their auditions. There was discussion about the concert program selections. One piece didn't have a tuba part. All students need to be involved in all rehearsals.

**Deanna Amend** reported that a bigger room is need for some of the workshops. The final list of students who made All-State will be checked carefully so the lists are 100% accurate. Future clinicians need to be informed that all soloists will come from the students in the ensemble.

**Kayla Paulk's** report was presented by President Uerling. Lynn Brinkmeyer will be the collegiate headliner. Given her background she is available to do other clinics and sessions if we wish to utilize her. The collegiate roundtable continues to be well received.

**Neil Swapp** activated the form educators can use to complete if they are interested in presenting clinics. All VP's will receive the completed requests. VP's are to respond to those that apply to their section.

C. NMMEA 2017 Honor Ensembles - Vice Presidents

1. Deadline for submissions is June 1st. The rehearsal order and performance order will be determined in July.
2. Warm-up room, storage for equipment and personal belongings will be available.

3. Designated person in charge of honor Groups is the respective Vice President.
4. The honor ensemble directors determine their stage crew for rehearsal and concerts pending what Popejoy staff tells us. Performance time not to exceed 25 minutes (from the first note to the last including speeches) and on and off the stage in 40 min.
5. Be sure that the honor group directors are reminded about their time on stage, length of program, interaction with Popejoy staff, etc. Comments on how things went this year. Programs are to be submitted to VPs to check if they are within the time limit.
6. There were no applicants for the non-traditional clinic slot for 2016.

D. NMMEA 2017 All-State Festival Concerts Saturday, January 7, 2017.

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. Possible Topics for Discussion/Reminders:

1. All-State Instrumentation/Voicing - Keep what we have in place.
2. Adhere to fee structure as indicated in our "Operating Procedures".
3. Procedure for supplementary musicians used in All-State ensembles. We depend on volunteers to fill those positions.
4. Continue to promote All-State to our music educators so they promote All-State to their students. We need to encourage more of our music educators to attend.

**10. NMMEA Official Handbook** - Brian Uerling and all

1. Review Handbook for any changes to the existing content or to add new material. Several changes to the "Handbook" were made. They will be highlighted in the document and poster on our website no later than April 1. It was moved and seconded to approve the proposed changes to the "Handbook" as presented. Motion passed.

**11. Unfinished Business**

1. Each Vice President is to have all of their section's audition and All-State procedures in a written document along with an accompanying timeline. It was agreed that the vice presidents are to work on developing a master copy via Google Drive. They are to have a copy ready to be approved at our July meeting.

**12. New Business**

1. Consider the Northwest District's proposal to add an audition site in the Farmington area for winds and percussion. Chris Argotsinger requested that NMMEA consider adding an audition site for the Northwest District. While we are not opposed to considering additional sites our main concern is with our three sites currently in place we have been unable to achieve the consistency we would like with our auditions. The human factor is still where problems occur in our audition process. We have to consider the entire state before a decision can be made. If changes were made they would not occur until 2017. Bernie Chavez will submit a proposal for us to start with at our July meetings.
2. Proposal for a Collegiate Student to attend June Leadership Conference  
Dustin Seifert requested that NMMEA create a program that would enable one collegiate music education major from New Mexico to attend the Collegiate Summit that is held in conjunction with the NAFME National Assembly in June. After some discussion it was determined that we need more information regarding how the student is selected and how the estimated cost of \$2,000 will be paid.
3. Proposed dates for 2018 All-State are January 10-13, 2018 have not been confirmed by Popejoy or UNM. Don Gerheart will follow up on securing dates.
4. Policy for securing percussion equipment for All-State. The Executive Director will check into the cost of a moving company picking up the percussion equipment and returning it after All-State. A decision will be made when we meet in July.

5. Mariachi Clinic Proposal  
Alan Lambert asked that the Executive Committee to consider offering a basic mariachi clinic or two at All-State. It was felt that this is a good idea providing we have the space and time slots. This fits in to a non-traditional category, which we haven't filled for two years.
6. NMJE asked what would be the possibility of being under the umbrella of NMMEA. After discussion it decided that NMMEA would not be in favor of doing this.

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

Monday July 11, 2016 and Tuesday July 12, 2016 - NMAA Headquarters, Albuquerque  
District Presidents Meeting - Monday, July 11, 2016 1:00 PM  
Vice Presidents meet to determine awards recipients - Monday, July 11, 2016 - 1:00 PM  
Executive Committee Meeting - Monday, July 11, 2016 - 3:00 PM  
Board of Directors Meeting - Tuesday, July 12, 2016 - 8:30 AM  
NMAA Advisory Councils -Three different meetings - TBD by NMAA

**14. Adjournment**

It was moved and seconded to adjourn. Motion passed.  
The meeting was adjourned at 12:41 PM.

Respectfully submitted,



Don Gerheart, NMMEA Executive Director.