



**NMMEA Executive Committee Meeting**  
**July 17, 2017 – 3:00 PM**  
**New Mexico Activities Association Conference Room**  
**6600 Palomas NE, Albuquerque, NM 87107**

## **Minutes**

**Present:** Bernie Chavez, President; Brian Uerling, Past President; Laura Eberhardt, Band VP; Cherokee Randolph, Orchestra VP; Joanna Hart, Choral VP; Paul Nielsen, Guitar VP; Paul Hallsted, General Music VP; Keith Jordan, Editor, NM Musician and Don Gerheart, Executive Director. District Presidents and guests: Jordan Sayre for Shawn Silva, President Dist. 1; Tami Martin, President Dist. 2, Laura Argotsinger, Dist. 3; Ryan Finn, President, Dist. 4; Anthony Baca, President Dist. 6; and Tyler North, President Dist. 7. Guests: Neil Swapp, and Kathy Espinoza.

**1. Call to Order - Bernie Chavez, NMMEA President**

President Chavez called the meeting to order at 3:15 PM. He asked those present to introduce themselves.

**2. Approval of Minutes - Executive Committee (Feb. 10-11, 2017)**

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

**3. NMMEA All-State Auditions Review:** President Chavez, Vice Presidents: Cherokee Randolph, Laura Eberhardt, Joanna Hart, Paul Nielsen, and Don Gerheart.

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

**2017 Audition Dates and Sites**

**Choral**

Oct. 16, 2017 - Las Cruces, NMSU

Oct. 17, 2017 - Albuquerque, UNM

Oct. 18, 2017 - Albuquerque, UNM

Oct. 19, 2017 - Albuquerque, UNM

Oct. 20, 2017 - Portales, ENMU

Registration Deadline is September 16, 2017. Late Registration fee September 17-23, 2017

No registrations will be accepted after September 23, 2017

**Strings**

Oct. 18, 2017 - Las Cruces, NMSU

Oct. 19, 2017 - Albuquerque, AYS Facility

Oct. 20, 2017- Albuquerque, AYS Facility

Registration Deadline is September 16, 2017. Late Registration fee September 17-23, 2017

No registrations will be accepted after September 23, 2017

**Guitar**

October 19, 2017 - Cibola

October 20, 2017 - Cibola

Registration Deadline is September 16, 2017. Late Registration fee September 17-23, 2017  
No registrations will be accepted after September 23, 2017

### **Winds and Percussion**

Nov. 6, 2017 - Aztec HS  
Nov. 7, 2017 - Albuquerque, AYS Facility  
Nov. 8, 2017 - Albuquerque, AYS Facility  
Nov. 9, 2017 - Portales, ENMU  
Nov. 10, 2017 - Las Cruces, Onate HS

Registration Deadline is October 6, 2017. Late Registration fee October 7-13, 2017  
No registrations will be accepted after October 13, 2017

### **Continue to encourage as many students as possible to audition for All-State AND to come to their audition prepared.**

- B. Audition Teams and Related Information
- C. 2017 Audition Procedures, Revisions, Guidelines, and related information.
  - Status of "Audition Handbook" – Changes have been made.
  - Audition Teams are in place.
- D. All-State On-line Audition Registration Forms are being updated and the Scoring Sheets have been approved by the VP's.
- E. Information will also be posted on our website. Click on the "All-State" link and then the Student/Parent Information Link. This link will include all information for the student and parents.
- F. Please inform site chairs that nametags for students at audition sites should not be used.
- G. All sites and auditions done exactly the same and all audition procedures in place and included in "Guidelines".
  - \*Instructions for monitors need to be in written form.
  - \*Adhere to audition time slots – 7 minutes for most – 10 minutes for Percussion
  - \*Instructions for securing refreshments and lunches – Executive Director will include this in the instructions to site chairs.
  - \*Instructions/training for recording techs or script(s) on site – Laura Eberhardt will do the video on how to use the recorders.
- H. Other Audition-Related Business/Glitches from 2016
  - Uploading wind and percussion files is determined by the quality of the internet.
  - Choir section wants to check results before they are posted. This will delay posting the results.
  - Music Mart's involvement in All-State. Each of the VP's has contacted them.
  - Orchestra auditions will be judged by one judge only as in the past.
  - Video for Audition Teams – Neil Swapp will take the lead on doing the video for the audition team members.
- I. Commitment Forms are to be filled out with all signatures prior to auditions and on file with each director. It is suggested that the director get the completed Commitment Forms PRIOR to registering students.

#### **4. The 2018 All-State Music Festival and In-Service Conference January 10-13, 2018**

- A. UNM Facilities, Logistics, Responsibilities, etc. - Kathy Espinoza - All-State Site Co-Chair
  - Kathy reviewed some of the information that was presented in February. The timeline for when things are due on Google Drive is October 15th. The completed forms for all of the information that is needed for clinics are also due October 15. Because UNM is closed on Monday, January 15<sup>th</sup> it is important that everything is cleaned up and cleared out of UNM by the end of Saturday's events. There was considerable discussion about students being in the hallways practicing and blocking traffic. Several possible solutions are going to be utilized in 2018.
- B. All-State Registration Fees Review, Exhibits, Parking, etc. - Don Gerheart
  - 1. First and foremost ALL attendees at All-State need to register on line. Also their membership needs to be renewed with NafME **prior** to All-State. If this doesn't happen one has to go to two computers to complete their registration. It was moved and seconded to take to the Board of Directors to

establish new fees for on site registration on January 10-12, 2018. Active \$90, Non-member \$150, and Collegiate \$20. Motion passed.

C. Student Expectations in Rehearsal - "Rehearsal Etiquette" – Use as presented with no changes.

D. All-State Program - Must have ALL info no later than November 1, 2017.

Short bios are printed in the winter issue of the NMM and in the AS program. Where do we want the short descriptions of the clinic sessions to appear? We probably do not have room in the AS Program due to the total number of pages we can have. They will be printed in the "New Mexico Musician" and may be able to include them in the app. Another option is to also post them on line.

E. NMMEA Vice-Presidents Reports- Joanna Hart, Cherokee Randolph, Laura Eberhardt, Paul Nielsen, Paul Halsted, Robin Giebelhausen

All audition materials and the All-State programs are posted on our website. Most of the clinics in all sections are in place.

**Joanna Hart, Choral VP** announced that the New Mexico School for the Arts Choir was selected as the 2018 Honor Choir. Dr. Jean Ornellas will build the schedule for the vocal auditions this fall as well as write the sight reading exercise. All but one of the audition team members is in place for our upcoming auditions..

**Cherokee Randolph, Orchestra VP** has the string audition team in place. The 2018 Honor Orchestra is the New Mexico School for the Arts.

**Laura Eberhardt, Band VP** reported that the band audition procedures have been updated. She also wrote the instructions for the recording the auditions. There was some discussion about using a smart phone to generate the pitch for the timpani. It was decided not to allow generating a pitch for a smart phone. The recording techs will announce SSB for those students that have indicated that as their preference when they register. The 2018 Honor Band is Gattis Middle School from Clovis.

**Paul Nielsen, Guitar VP** reported that everything is in place regarding the upcoming auditions. The audition judging sheet was revised to reflect 100 points.

**Paul Hallsted, GM VP** reported that the Guitar Honor Ensemble will be the Taylor Middle School Advanced Guitar Ensemble.

**Robin Giebelhausen, Collegiate VP**, reported there will be a panel discussion for the collegiate students to be held at the Sheraton Hotel. She is planning an event for collegiate students in late January or February of next year in lieu of a Collegiate Headliner at All-State.

1. Schedule of Activities - President Chavez and Vice Presidents
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. 2018 Honors Groups, Concerts, etc. - VP's

Remind Honor Ensemble directors about the guidelines for programing guest ensembles, soloists, etc.

Check timing, instrumentation, etc.

Honor Programs submitted for approval.

### **Honor Ensemble Rehearsal Time - Popejoy Hall**

#### **Thursday**

1:00 to 1:45 PM - Orchestra

2:00 to 2:45 PM - Choir

#### **Friday**

1:15 to 2:00 PM - Band

2:15 to 3:00 PM - Guitar

### **Honor Ensemble Performance Order & Warm up Room**

#### **Thursday**

3:00 PM - Choir - Meeting Room \_\_\_\_\_

3:45 PM - Orchestra - Meeting Room \_\_\_\_\_

#### **Friday**

3:15 PM - Guitar - Meeting Room \_\_\_\_\_

4:00 PM - Band - Meeting Room \_\_\_\_\_

### **Honor Ensemble Performance Order & Warm up Room**

Warm up room, storage of equipment and clothes – Kathy Espinosa

- a. Stage crews for rehearsals and concerts - VP or designee
- b. VP's are designated persons in charge of Honor Ensembles
- c. VP's communicate with the Honor Ensemble Director
6. General Music Clinician, Honor Ensemble, etc. - Paul Hallsted
7. Collegiate Section Clinics & Section Meeting Robin Giebelhausen  
In lieu of a collegiate clinician there is Collegiate Conference being planned for late January or February.
8. Monitors - District Presidents provide names to Vice Presidents no later than September 15
9. Transportation/Drivers for All-State Guest Conductors
10. Chairpersons and Assistants for All-State Ensembles are in place.
11. Business/Awards Luncheon - menu, details, etc. - Don Gerheart  
The format for the luncheon will be pretty much the same as in past years. Luncheon fee will remain at \$22 per lunch ticket.
12. Other

### **5. NMMEA 2018 All-State Festival Concerts**

Saturday, January 13, 2018 – Bernie Chavez, Presiding

#### **A. Performance Order and Concert Times**

9:00 AM Small School Band, 9:45 AM Concert Band, 10:30 AM Symphonic Band  
Noon Guitar Ensemble, 12:45 PM Concert Orchestra, 1:30 PM Symphony Orchestra  
3:00 PM Treble Choir, 3:45 PM Mixed Chorus

#### **B. Ticket Distribution - District Presidents or their Designee - Foyer of Popejoy**

Comp Tickets for All Concerts – Review process for distributing comp tickets.

District Presidents are to determine coverage for ticket distribution. For example:

8:30 AM – District   3   & District   2  

10:45 AM – District   7   & District   4  

1:45 PM – District   1   & District   6  

We decided to use four ticket punches of three different designs to punch All-State attendee's badges for those that attend our Saturday concerts. Each block of concerts will have a different design.

#### **C. All-State Reminders**

- a. Student Performance Dress - School Uniforms
- b. Instrument Case Storage - Rooms to be announced
- c. Stage Crews to be determined by the Honor Ensemble Director
- d. House Manager: Brian Uerling

### **6. Unfinished Business**

#### **a. NMMEA Official Handbook update - All**

1. Check to be sure the audition procedures are correctly stated. There were a few changes in the band section.

2. Procedure for dismissal of unprepared students at All-State. If unprepared the student may be sent home. The last chance for a student to audition show they are prepared is prior to 8:00 AM on Thursday morning. Their director should plan on being there for that audition.

3. Honor Concert guest ensembles/soloists statement. VP's please reinforce this with each honor ensemble director.

#### **b. Program App for All-State - Recommendation to the Board of Directors - Neil Swapp provided various figures on how the app was used. As the app is used more then we shouldn't need to print as many printed programs. It was suggested that we don't hand a printed program to everyone. If they are not using the app they go to a station to receive their program.**

#### **c. Update/details on Farmington Audition Site**

The northwest audition site for winds and percussion will be held at Aztec HS - Chris Argotsinger, Site Chair

#### **d. Popejoy or NMMEA policy regarding recording of the concerts and taking flash photos during performances.**

Read a reminder prior to each concert about do not record concerts, taking pictures during the concert, blocking view and disturbing other concert attendees, etc.

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

- a. Each member of the Board of Directors was asked to sign a “Whistle Blower” form and a “Conflict of Interest” form. This is a requirement of the IRS.
- b. President Chavez reminded everyone to read the material that was sent regarding New Mexico Jazz Educators proposal to become a part of NMMEA. Be prepared to ask questions.

**8. Dates for next meetings:**

Wednesday, January 10, 2018 at 1:00 PM for the NMMEA Board of Directors Meeting  
Saturday, January 13, 2018 at 8:00 AM for the NMMEA Executive Committee Meeting

**9. Adjournment**

It was moved and seconded to adjourn. Motion passed. Meeting adjourned at 6:12 PM.

Respectfully submitted,



Don Gerheart, Executive Director NMMEA