



NMMEA Board of Directors Meeting
July 24, 2018 - 8:30 AM
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; Don Gerheart, Executive Director. Officers-Elect Present: Jennifer Rogers, Julie Rombach-Kendall, Carla Lehmeier-Tatum, Clarissa Clark, Amy Williams, Also asked to attend: Shawn Silva, President Dist. 1; Tami Martin, President Dist. 2, Laura Argotsinger, Dist. 3; Ryan Finn, President, Dist. 4; Cathy Danner for Matt Casarez, President Dist. 6; and Tyler North, President Dist. 7. Also present: Neil Swapp, Incoming Executive Director, and Kathy Espinoza, All-State Site Coordinator. Absent: Justin McMurdo and Jennifer Laubenthal.

I. Call to Order and Introductions:

President Bernie Chavez called the meeting to order at 8:35 AM.

II. Approval of Minutes - Board of Directors Meeting January 10, 2018

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

III. Executive Director's Report - Don Gerheart - (Reports attached)

A. Financial Report thru June 30, 2018

Balances as of June 30, 2018

Checking = \$133,647.07

CD #1 = \$60,589.53 (Interest goes into checking)

CD #2 = \$102,734.26 (Interest goes back in CD)

Bill Smith Stipend = \$890.07

B. Financial Reports for All-State

The 2018 Summary of All-State related income and expenses was presented to show the sources of income and what expenses occurred. The income exceeded the expenses by \$60,000. Since the audition fees and the All-State registration fees reflect most all of our income the income generated from All-State supports the salaries and expenses for the entire year.

C. Budget Status for 2017-2018

The budget status through July 31, 2018 is projected to break even at approximately \$141,000.

D. Membership Report – 2017 to 2018 as of June 2018

Active members were 422 down 22 from the same time period last year and the retired members numbered 43 down 5 from last year.

E. Status of the New Mexico Arts Grant - for FY19 - Grant amount is \$6018

F. NMMEA Operating Procedures is a work in progress and is updated as changes occur.

G. NMMEA 2018-19 Calendar of Musical Events is posted on our website. No hard copies are being distributed.

H. Conflict of Interest & Whistleblower Forms are required whenever officers change.

I. Report on the IRS Financial Documentation submitted by Districts is due August 20, 2018.

J. Summary of District Treasurers and District Presidents Meetings.

Don Gerheart met with four of the six District Treasurers for 3 hours. The purpose of the meeting was to let the treasurers know the importance of keeping accurate records of all financial matters, their fiduciary responsibilities, and to answer any questions they have. While each district may differ it was agreed that a lot of the functions of the treasurers should be the same such as a common reporting tool for reporting district income and expenses. Each adjudicator who judges in the districts will have to complete a form including their name, home mailing addresses, and

Social Security number. Each treasurer will complete a form listing who has judged events in their district and how much their honorarium was. A 1099 will be completed for every person who has been paid \$600 or more statewide for NMMEA events. For the protection of the treasurers and for “best business practices” all districts will be required to have their financial records audited by a three-person committee following the close of the fiscal year ending July 31. This meeting was successful and should help the individuals perform their duties as treasurers.

The District Presidents Meeting was also a successful one. The meeting allows information to be disseminated and shared and is an orientation for new District Presidents and a reminder for those starting their second year. Prior to this meeting each person updated the annual questionnaire, which contains a variety of district information from fees to what adjudicators are paid, etc. Also included are a listing of the strengths and areas of concern for each district. It was moved and seconded to accept the Executive Directors reports. Motion passed.

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

A. Financial Report and Summary of the 2017-2018 “New Mexico Musician”

As of July 17, 2018 the checking account had \$55 and outstanding invoices of \$990. Most of the unpaid invoices were from one vendor who has gone out of business.

Note: Each issue of magazine has been subsidized by NMMEA for many years if not forever. This year NMMEA subsidized the magazine in the amount of \$7986. Advertising was down considerably.

B. The deadline for articles for the fall is August 1 and for the winter issue is October 1.

C. Data regarding printing the magazine vs. posting on-line.

Mr. Jordan was asked to provide various scenarios regarding the future of our magazine. A great deal of discussion followed. The main question was “Should we continue to print and mail hard copy or consider going to an on-line publication”. The fall and winter issues will continue to be printed this year and mailed. The Board may decide how to proceed for the spring issue at their January meeting at All-State.

It was moved and seconded to accept the NM Musician Report. Motion passed.

V. NMAA Report - Don Gerheart

A. Dates for 2019 State Festivals - Choir April 5-6; Band April 11-13.

B. Updates on the state contests - Laura Eberhardt and Joanna Hart

Both the NMAA Choral and Band Advisory Councils made changes to the State Contest Guidelines. Scheduling will be done by classification. The minutes will be posted on the NM Activities Association website TBD.

VI. NMMEA President’s Report - Bernie Chavez (Report attached)

A. National Assembly Report

Bernie Chavez, Don Gerheart, and President-Elect Jennifer Rogers attending the NAFME National Assembly in Leesburg, VA June 28-30. We traveled to Washington DC on the 28th to meet with the staffs of our congressional delegation to advocate for music and for full funding of bills pertaining to music and education overall.

We all need to advocate for music education and let people know what we really do. Make a short video clip and share it with as many people as possible. We will be inviting our congressional delegation to our 2019 All-State. NAFME is considering whether to allow collegiate members to vote in elections. Currently they are not allowed to vote.

B. Southwest Division News

Jennifer Rogers will be attending the Southwest Division Meeting in Oklahoma, OK on August 25-26, 2018. Michael Raiber, SW Division President may be our guest at our upcoming All-State. We need to try to increase of membership numbers and to get more participating members involved in our activities. We also need to build our collegiate chapters and have a NM Collegiate President. Mr. Chavez suggested that each district have an advocacy contact that reports to a State Advocacy Chair.

C. Goals & Updates

Website update and future plans including CRM – NAFME is implementing new software “Event Squid”. It will eventually completely replace CRM. It will take the better part of a year for NAFME to update, transfer data, and implement the new software. A committee has been formed to advise NAFME what is needed to be included in this new software and to guide this project. Neil Swapp has been appointed to this national committee.

a. Increase membership by 5% with a possible membership campaign.

- b. National Music Standards are done and ESSA has been in the spotlight. It is important to fully fund ESSA.
- c. Energize Collegiate Membership & get collegiates more involved.
- d. Consider a mini conference offering professional development to our members at another date in addition to All-State.

VII. NMMEA District President's Reports (Reports attached)

Each District President presented the latest information about their district including new teachers, jobs that have yet to be filled, and changes that are being made for this coming school year. All districts are financially sound and participation in their events is very good overall. Several of the districts are beginning to see more new faces in leadership positions.

Shawn Silva, President, Southwest District 1

Pat Gaskill is the new treasurer for the district. LCPS All-City Band will take place again. The district handbook has been revised. Most school districts have reduced budgets.

Tami Martin, President, Southeast District 2

ENMU offered two lesson sharing events to the district's elementary music teachers.

Laura Argotsinger, President, Northwest District 3

We have dedicated and motivated teachers who work together and support each other. Students are encouraged to participate in multiple programs. Retention and professional development is challenging in remote areas.

Ryan Finn, President, North Central District 4

It is a challenge to find venues for events. Santa Fe & Los Alamos host almost all events. High teacher turnover makes it challenging to have continuity and involvement.

Matthew Casarez, President, Central District 6

Teachers work together very well and are professional and cordial. We have new teachers to the district and profession as well as new officers. Handbook needs to be revised and updated. Increase the number of participants in festivals.

Tyler North, President - Albuquerque District 7

Donna Schmidt received the Golden Apple Award for Excellence in Teaching. Zia Marching Festival is making some changes. Continues the outreach to our elementary music teachers. Integrating the National Core Standards. Working to get more students participating in Solo & Ensemble. Trying to adequately fund and staff the middle school choral programs. Our music educators are not volunteering for the leadership positions.

VIII. Advocacy Direction/Plans - President Chavez

Consider NMMEA Advocacy Chair and Advocacy Contact for each District.

IX. NMMEA Awards Programs – Brian Uerling, Past President

A. 2018 Awards Recipients:

Music Educator of the Year - Marilyn Barnes, Santa Fe

Hall of Fame - Virginia Nickels-Hircock, Farmington; Bruce Dalby &

John Clark (Posthumous), Albuquerque

Administrator of the Year - Jack Lain, Santa Fe

Dr. John Batchellar Elementary Award - Kim Letellier, Los Alamos

New & Emerging Music Educator of the Year - Miguel Jaramillo, Rio Rancho

Emeritus Teacher Award - Henry Estrada, Los Lunas

Rollie V. Heltman Distinguished Service Award - Joseph Flores, Las Cruces

Award of Distinction - Los Alamos Public Schools - Kurt Steinhaus, Superintendent

It was moved and seconded to accept the recommendations submitted by awards committee and Joseph Flores as the recipient of the Rollie V. Heltman Distinguished Service Award.

B. Recipients limited to 2 minutes, shorter bio reading, and start earlier

X. Unfinished Business

A. Luncheon Menu and Ticket Price

At this time the plan is for a similar menu as in recent years and to keep the price the same.

B. Proposed dates for the 2020 All-State are January 8-11, 2020. Dates not confirmed. Waiting approval from Popejoy Staff.

C. All-State Program App

It was moved and seconded to continue using "Guidebook" for our program app.

Motion passed.

- D. It was moved and seconded to create a pilot audition site at Farmington HS for orchestra All-State auditions. The date will be Wednesday, October 12, 2018. Motion passed.
- E. Present Jazz Proposal and bring it to a vote. Next step is a vote to the membership. It was moved and seconded to accept the proposal to send the Jazz Section Integration into NMMEA to the general membership for a vote including the relevant changes to the “Articles of Incorporation”, the “Constitution and By-Laws”, and the “Handbook”. Motion passed.

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

- A. Approval of the merchandise contract for 2019 and 2020
It was moved and seconded to awarded the contract for the (All-State) merchandise to Zia Graphics for 2019 and 2020. Motion passed.
- B. Conference Hotel Approval
It was moved and seconded to accept the hotel proposal from the Sheraton Uptown as the official hotel of the 2019 All-State. Motion passed. The rate will be \$94 plus tax.
- B. 2019 All-State Registration Fees for Auditions and All-State will remain the same as last year.
- C. On Site Computer Registration for All-State.
We will use online registration for All-State using new software thru NAFME. Anyone registering on site (January 9-12, 2019) will have a significant increased registration fee. Active, retired, and non-members will see a \$30 increase and collegiate students will have a \$10 increase. **Register on line by January 8, 2019 to avoid paying a higher fee.**
- D. Action on the 2019-20 NMMEA Proposed Budget
Executive Director Gerheart worked a preliminary budget for 20180-2019 but it will be weeks before we get the final financial report from our CPA. Based on what he has projected we will have to take at least \$15,000 from our reserves to meet the projected expenses. This is due to expenses occurred in the transition of the new Executive Director and to support our 75th Anniversary. As soon as that information is available he will complete the proposed budget and send it to the Board for approval.
- E. District MPA concern and proposal by Dustin Seifert. Our lawyer will be contacted. No action taken. Will be on the January Board agenda.
- F. Develop judging standards for MPA’s and consider developing an adjudicator registry list. A list of potential adjudicators will be started.
- G. It was moved and seconded to set the NMMEA memorial at \$100 per person. Motion passed.
- H. Joanna Hart looked into the price of using speakers that would be plugged into the adjudicator’s computer for the All-State vocal auditions. The CD’s are not in good shape, and bulky to transport, and can no longer be replaced. It was moved and seconded to purchase Bluetooth speakers and auxiliary cords for choir auditions at a cost of approximately \$223. Motion passed.

XII. Other Information for the Good of the Organization

- A. Encourage students going into music education in state to apply for our NMMEA Scholarship.
- B. Laura Argotsinger suggested that we look into teleconferencing as another means of communication. No action taken.
- C. Laura Eberhardt would like to have scores for the wind and percussion sectionals scheduled for Wednesday evening at All-State. The cost that she checked into was expensive. She was to follow up with the person she contacted to see if they could be provided given folders would also be handled by the same provider.

XIII. Next Board of Director’s Meeting

Wednesday, January 9, 2019 - 1:00 PM - Student Union Santa Ana A & B

XIV. Adjournment

It was moved and seconded to adjourn. Motion passed. Meeting adjourned at 2:30 PM

Respectfully submitted,



Don Gerheart, Executive Director, NMMEA