



**District Presidents Meeting  
July 23, 2018 – 1:00 PM  
New Mexico Activities Association Conference Room**

**Minutes**

Members present: 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; Tyler North, President Dist. 7; Bernie Chaves, NMMEA President; Don Gerheart, NMMEA Executive Director, and Neil Swapp, Incoming Executive Director.

1. Call to Order - Don Gerheart, Executive Director called the meeting to order at 1:06 PM.
2. Approval of Minutes - All  
It was moved and seconded to approve the minutes as presented. Motion passed.
3. The Role and Expectations of District Presidents - Don Gerheart  
A two-page document was included in their packet that contained a variety of topics pertaining to the role of district presidents including communication, responsibilities, their role as a member of the Board of Directors, and a lengthy list of expectations.
4. Reports for the 2017 Auditions and the 2018 All-State - Don Gerheart  
There were several reports that were presented to the Executive Committee at their February meeting that were included in their packets for informational purposes.
5. District Questionnaire & Updates - All  
The updated questionnaire was in the packet. Executive Director Gerheart asked that each person look at the information and let him know if there are any additions or corrections.
6. Unfinished/Ongoing Business - Bernie Chavez, President and Don Gerheart
  - The importance of a very active role at the District Level  
The District Presidents were reminded that they are the link between the members of their district and our Executive Committee. Information flows from the state level to the district level and visa versa.
  - Timely responses to email requests  
Please try to respond to email requests within in 24 hours.
  - For this next fiscal year NMMEA will be paying for the additional costs to report district financials as well as 1099's for those that are paid \$600 or more?
  - The cost for reporting the data to the IRS is approximately \$1500.
  - \* Let the Executive Director know everyone that is paid an honorarium of \$600 or more. Need 1099's prepared. Cost is around \$15 each.
  - Financial reports presented at the district meetings - Treasurer needs to be present to deliver a detailed report. It is not acceptable to state we have xx dollars in the bank. It

is important that the membership understands the finances of the district. Do not hurry through this report.

- In regards to minutes of your meetings be sure that the content of the meeting is captured so anyone reading those minutes can determine what took place. Minutes should be done and sent to the NMMEA Executive Director within 7 days of the meeting.
- It is recommended that the financial report be reported for each festival listing income and expenses. Your district should have on file a detailed record of all the line item income and expenses for each festival and for the general operation of the district.
- Provide email lists to the Executive Director preferably by sections - Elementary, band, etc.
- Provide a list of new music educators to your district and teachers who have changed schools.

7. What are your greatest and most pressing issues we are facing?  
The issues were included in the questionnaire.

8. New Business

- Website Update from NAFME - Don Gerheart  
Changes that are taking place at NAFME regarding their new software was presented.
- Website Information District Registrations - Neil Swapp  
Mr. Swapp distributed a handout that he reviewed.
- Need list of members that can help at All-State - Presiders, monitors, etc.
- Any programs that have been cut or scaled back should be reported to the Executive Director
- Concerns from the District Level were listed in the questionnaire.
- NAFME has advised us not to record the minutes of meetings.
- Don Gerheart will invoice each district in the amount of \$100 for the annual web fee.
- All district officers MUST BE members of NAFME/NMMEA.
- Our meetings are open to all however only members of NAFME/NMMEA are allowed to participate in district meetings and vote on motions.
- Members can only vote in the district that they belong to.

## **Ethics Statement to be read at the Beginning of all NMMEA Meetings**

**(Please read following the “Call to Order.”)**

“All NMMEA meetings, as well as reports and recommendations, are open to review by all members of NMMEA. We trust the judgment and the conduct of our members and anyone else in attendance to be ethically discreet at all times when discussing personalities and issues. NMMEA strongly encourages members to be positive and discreet when discussing our organization, its events and festivals, as well as fellow teachers. The very nature of music education embodies a broad spectrum of expressions exploring different paths to arrive at artistic and educational goals. Members are encouraged to recognize and remain open to varied approaches and to celebrate both our differences and our similarities.”

**“While guests are welcome only members of NMMEA/NAFME are eligible to vote and take part in discussions”.**

9. The district presidents were given the opportunity to present other items or to ask questions for the Good of the Organization.

10. Adjournment

It was moved and seconded to adjourn. Meeting adjourned at 3:05 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Donald Gerheart". The signature is written in black ink and is positioned above a light yellow rectangular highlight.

Don Gerheart, Executive Director, NMMEA