



**NMMEA Executive Committee Meeting  
July 23, 2018 – 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; Don Gerheart, Executive Director. Officers-Elect Present: Jennifer Rogers, Julie Rombach-Kendall, Justin McMurdo, 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: Jennifer Laubenthal.

1. **Call to Order** - Bernie Chavez, NMMEA President called the meeting to order at 3:06 PM. Each person was asked to present introduced themselves and the office they hold.
2. **Approval of Minutes - Executive Committee** (Feb. 9-10 2018) (Emailed to the Executive Committee)  
It was moved and seconded to approve the minutes. 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.

The dates and sites for auditions 2018 are as follows:

**Choral**                    Oct. 15, 2018 - Portales, ENMU, Dr. Jason Paulk  
                                 Oct. 16, 2018 - Albuquerque, UNM, Dr. Robin Giebelhausen  
                                 Oct. 17, 2018 - Albuquerque, UNM  
                                 Oct. 18, 2018 - Albuquerque, UNM  
                                 Oct. 19, 2018 - Las Cruces, NMSU, Geri Brink

**Strings**                    Oct. 17, 2018 - Las Cruces, NMSU, Jennifer Rogers & Nate Cantu  
                                 Oct. 17, 2018 - Farmington High School, Daniel Fear  
                                 Oct. 18, 2018 - Albuquerque, AYS, Emily Awes & Natalie Phillips-Perkoff  
                                 Oct. 19, 2018 - Albuquerque, AYS

**Note: The NMMEA Board of Directors approved the addition of an audition site for strings in Farmington as a pilot program.**

**Guitar**                    October 18, 2018 - Cibola, Eduardo Trujillo  
                                 October 19, 2018 - Cibola

**Deadlines for above Audition Registrations: September 15, 2018 \*\*\* Late fee deadline September 22, 2018  
No registrations will be accepted after September 22, 2018**

PSAT Test Dates for 2018 are Oct. 10 and Oct. 13 with the alternate test day of Oct. 24.

**Winds and Percussion** - Nov. 5, 2018 - Aztec, Chris Argotsinger  
                                 Nov. 6, 2018 - Albuquerque, AYS, Elsie Stott  
                                 Nov. 7, 2018 - Albuquerque, AYS

**Deadlines for above Audition Registrations: October 5, 2018 ---- Late fee deadline October 12, 2018  
No registrations will be accepted after October 12, 2018.**

**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  
Audition teams for all sections are in place at this time. Neil Swapp will post the videos pertaining to All-State auditions and the rubrics on our website including on our Student/Parent link.
- C. 2018 Audition Procedures, Revisions, Guidelines, and related information.  
Each VP gave their respect reports. Most things are in place for auditions.
- D. All-State On-line Audition Registration Forms, Scoring Sheets, etc.  
All audition registrations will be done on line very similar to last year.  
The scoring rubrics will be done and the judges will score student auditions on an Excel spreadsheet. The VP's will sort the scores and prepare their rosters off of the excel spreadsheet results. There will be no retyping of names to generate ensemble rosters.
- E. Audition information will be posted on our website. That information will be posted on the Student/Parent link. 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. 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
  - \*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
  - \*String auditions are to be done the same way at both sites.
  - \*Wind & Percussion students cannot change their preference of SSB on site. Preferences must be stated on the registration form
- H. Other Audition-Related Business/Glitches from 2018
  - Let's be sure that the audition adjudicators understand that we need their scoring spreadsheets in a timely manner following the recorded auditions.
  - Secure competent and reliable recording techs. Be clear with the site chairs about who is responsible for securing the recording techs.
  - Video for Recording Techs to View
  - Video for Audition Team Members to View. Neil Swapp will send the video to the judges.
  - Recorders need to be set at the same level at all sites.
- 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 2019 All-State Music Festival and In-Service Conference January 9-12, 2019**

- A. UNM Facilities, Logistics, Responsibilities, etc. - Kathy Espinoza - All-State Site Co-Chair  
Sectional rehearsals for the winds and percussion will take place in lieu of chair placements. The orchestra students will gather in the X Theatre for auditions with the auditions taking place in proximity to Rodey. **NOTE:** Wednesday meetings will begin earlier starting with the Co-Chair meeting at 3:30 PM, followed by the audition section meetings at 4:15 PM. The Student Orientation Meeting will be in Popejoy starting at 5:00 PM with auditions and sectionals starting at 6:30 PM.
- B. All-State Registration Fees Review, Exhibits, Parking, etc. - Don Gerheart  
Neil Swapp will take care of most of the registration process.  
All-State audition and registration fees will remain the same. The exhibit area will be the same as in the past and so will the parking information unless UNM Parking Services has changed their process & fees.
- C. Student Expectations in Rehearsal - "Rehearsal Etiquette" A few minor changes were made.

- D. All students are expected to attend the orientation. Directors have the responsibility to let their students know they are to attend. This is especially true of the local directors who do not take their students to UNM as a group.
- E. All-State Program - Must have ALL info no later than November 1, 2018.  
Short bios for winter issue of NMM and for program are due by October 1, 2018.  
Short descriptions of the clinic sessions to appear in the NM Musician & perhaps on our website.
- F. NMMEA Vice-Presidents Reports- Joanna Hart, Cherokee Randolph, Laura Eberhardt, Paul Nielsen, Paul Halsted, Robin Giebelhausen  
Each of the Vice Presidents presented their reports with information pertaining to auditions, All-State, and section information. It was moved and seconded to approve the reports for the General Music, Band, Orchestra, Guitar, Choral, and Collegiate Sections. All motions passed.
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 please provide the Executive Committee with a list of your proposed clinic sessions with a short description for informational purposes and for approval. It will also be a good idea for the list of clinics to be presented to the District Presidents so they can provide a list of clinics to their members at their August District Meetings. This may be an opportunity for members to sign up to be monitors, presiders, etc. having the information on what is being offered.  
**Clinicians must furnish their own materials.**
  4. Special equipment needs forms are to be sent to Kathy Espinoza not later than October 1.
  5. 2019 Honors Groups, Concerts, etc. - VP's  
The 2019 Honor Ensembles were announced.  
Choir – PVC Pipes Concert Choir  
Orchestra – Centennial HS Chamber Orchestra  
Band – Clovis HS Band  
General Music - Massed Steel Band Collaborative – Alb. Academy, Highland HS, Cibola HS  
Remind Honor Ensemble directors about the guidelines for programing guest ensembles, soloists, etc.  
Check timing, instrumentation, etc.  
Honor concert programs are to be submitted to the respective VP for approval.

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

##### **Thursday**

1:00 to 1:45 PM - General Music  
2:00 to 2:45 PM - Choir

##### **Friday**

1:15 to 2:00 PM - Band  
2:15 to 3:00 PM - Orchestra

#### **Honor Ensemble Performance Order (To be determined) & Warm up Room**

##### **Thursday**

3:00 PM - Choir - Meeting Room \_\_\_\_  
3:45 PM - General Music - Meeting Room \_\_\_\_

##### **Friday**

3:15 PM - Orchestra - Meeting Room \_\_\_\_  
4:00 PM - Band - Meeting Room \_\_\_\_

***All students are to be walked from their rehearsal to Popejoy for the Honor Concerts.***

#### **Honor Ensemble Warm up Rooms**

B117 - CFA  
B120 - CFA  
Keller Hall - CFA

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

- b. Stage crews for rehearsals and concerts - VP or designee
  - c. VP's are designated persons in charge of Honor Ensembles
  - d. Respective VP communicates with the Honor Ensemble Director.
  - e. No risers or equipment are to be used that will take time to set up the stage.
6. General Music Clinician, Honor Ensemble, etc. - Paul Hallsted  
David Frego will be the headliner clinician.
  7. Collegiate Section Clinics & Section Meeting - Robin Giebelhausen  
UNM held a collegiate retreat in May. Only UNM students were in attendance. Hopefully a retreat will be held at another university next year and students from all three universities can attend.  
The collegiate roundtable will again take place during All-State on Thursday evening at the Sheraton Uptown. Our guest conductors and general music headliner have been invited to be on the panel.
  8. Monitors - District Presidents provide names to the Vice Presidents no later than September 15.
  9. Transportation/Drivers for All-State Guest Conductors will be determined.
  10. Chairpersons and Assistants for All-State Groups are being determined.
  11. Business/Awards Luncheon - menu, price of luncheon ticket, other details, etc. - Don Gerheart.  
We hope to maintain the same price for the luncheon if the catering company doesn't raise their prices. The luncheon will be similar to the past few years.

## 5. NMMEA 2019 All-State Festival Concerts

Saturday, January 12, 2019 – Bernie Chavez, Presiding

- A. Performance Order and Concert Times
  - 9:00 AM Treble Choir, 9:45 AM Mixed Chorus
  - 11:15 AM – Guitar Ensemble, Noon - Concert Orchestra, 12:45 PM - Symphony Orchestra
  - 2:15 PM Small School Band, 3:00 PM – Concert Band, 3:45 PM Symphonic Band
- B. Ticket Distribution - District Presidents or their Designee - Foyer of Popejoy  
Comp Tickets for All Concerts – Each District President is to sign up for one of the time slots. Each District President is to find a second person to help. We need a total of 4 people to hand out comp tickets – 2 to announce to attendees to remove their badge from the badge holder and two to mark the badge with a check mark. Each block of concerts will have a different colored marker.  
Districts are assigned to help with the distribution of the comp tickets.
  - 8:15 AM – District \_\_3\_\_ & District \_\_7\_\_
  - 10:30 AM – District \_\_4\_\_ & District \_\_2\_\_
  - 1:30 PM – District \_\_6\_\_ & District \_\_1\_\_
- C. All-State Reminders
  - a. Student Performance Dress - School Uniforms
  - b. Instrument Case Storage - Room 1108 CFA
  - 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  
It was moved and seconded to approve the changes to the “Small School All-State Band” section as proposed by Neil Swapp. Motion passed. See the “NMMEA Handbook” for those changes.
- b. Report on the proposal that the Jazz Committee decided on. – President Chavez  
The jazz section proposal was presented to the Executive Committee. The proposal will be presented to the NMMEA Board of Directors tomorrow.
- c. 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. No tripods with recording devices are allowed.

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

- a. Program App for All-State  
Neil Swapp presented his report and recommended that we use the same company we have used to our program app. His recommendation will be presented to the Board of Directors tomorrow.
- b. 75<sup>th</sup> Anniversary activities to celebrate this special occasion. Suggestions to be presented to the Board.

Executive Director asked everyone to think of ways we can do something special for our 75<sup>th</sup> Anniversary. Since this will require funding this will be presented to the Board of Directors at their meeting tomorrow.

**8. Dates for next meetings:**

Wednesday, January 9, 2019 at 1:00 PM for the NMMEA Board of Directors Meeting- UNM  
Saturday, January 12, 2019 at 8:00 AM for the NMMEA Executive Committee Meeting- UNM  
Executive Committee Meeting – February 8-9, 2019 - NMAA Conference Room

**9. Adjournment**

It was moved and seconded to adjourn. Motion passed. Meeting adjourned at 6:30 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Donald Gerheart". The signature is written in black ink on a light-colored background.

Don Gerheart, Executive Director, NMMEA