



**NMMEA Board of Directors Meeting
January 9, 2019 - 1:00 PM - Santa Ana A&B
University of New Mexico - Student Union Building**

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; and Bruce Dalby, Jazz VP, Keith Jordan, Editor, NM Musician, Don Gerheart, Executive Director, Shawn Silva, President Dist. 1; Tami Martin, President Dist. 2, Laura Argotsinger, Dist. 3; Ryan Finn, President, Dist. 4; Matt Casarez, President Dist. 6; and Tyler North, President Dist. 7. Officers-Elect Present: Jennifer Rogers, Julie Rombach-Kendall, Justin McMurdo, Carla Lehmeier-Tatum, Clarissa Clark, Amy Williams, and Michael Mapp. Also present: Neil Swapp, Incoming Executive Director, and Kathy Espinoza, All-State Site Coordinator. Guest: Mike Raiber, Southwest Division President.

1. **Call to Order and Introductions** - Bernie Chavez, NMMEA President, called the meeting to order at 1:04 PM. President Chavez thanked everyone for being at the meeting. Eric Lau, Chair of the UNM Music Department, welcomed NMMEA to UNM.
Pam Towry Church presented a check from the defunct Northeast NMMEA District 5 to NMMEA in the amount of \$10,183.63. It was suggested that the money be used to mentor the rural music educators in New Mexico.
President Chavez introduced Mike Raiber, President of the Southwest Division. Dr. Raiber spoke briefly and also thanked everyone for their service and dedication to NMMEA.
President Chavez thanked everyone for their service to NMMEA.
Executive Director was acknowledged for his many years of service to NMMEA this being his last All-State as a member of the Board of Directors.

2. **Approval of Minutes - Board of Directors (7/23/18)** (Mailed to Board of Directors following Summer Meeting.)
It was moved and seconded to approve the minutes as presented. Motion passed.

3. **Executive Director's Report**

- a. Financial Report
Cash on Hand in Checking as of November 30, 2019 = \$139,109.37
CD's as of November 30, 2019 = \$163,755.33
Business Savings Account as of November 30, 2019 = \$890.26

Total Cash = \$303,755.02

Executive Director Gerheart explained our financial status and indicated that we were in great financial shape.

- b. 2019 All-State Official Program will be handed out at the registration area.
- c. 75th Anniversary Handouts - Mr. Gerheart informed the Board what the 75th Anniversary handouts were including a very nice wallet badge holder.
- d. Expense Forms, Contracts, Conductor's Checks, AS Patches, Communication, Copies, etc.
The VP's were reminded of the procedures for getting checks for the guest conductors, etc.
- e. Registration Update – Registration numbers are on par with previous years. Attendance for the luncheon is higher than it has been for years.

It was moved and seconded to accept the Executive Directors report. Motion passed.

4. **New Mexico Musician** - Keith Jordan, Editor

- a. Financial Report for first two issues was presented by Keith Jordan, Editor.
It was moved and seconded to approve the NM Musician report. Motion passed.

5. **NMMEA District President's Reports:** Ryan Finn (North Central), Matt Casarez (Central), Laura Argotsinger (Northwest), Tyler North (Albuquerque), Shawn Silva (Southwest) and Tami Martin (Southeast)
Each of the District Presidents presented what has, is, and will take place in their district. Reports will be posted on our website.

6. **2019 All-State Audition Report**

a. Audition Reports - Don Gerheart

Several reports were presented including the number of students that were registered at each audition site, the number of no shows, and the number of students who actually auditioned. A second report indicated the fees collected in each section for auditions along with the schools who had students participate at each site by section. The third report contained the number of students who were selected to our All-State ensembles by school.

b. Report on how the auditions went – Laura Eberhardt, Joanna Hart, Cherokee Randolph, & Paul Nielsen. Band-Laura Eberhardt reported that overall things went fine. There were some proctor issues.

Choral - Joanna Hart – Auditions held pretty much the same at all sites. Harder to find university people to be on the audition team.

Orchestra – Farmington site worked well. One judge didn't evaluate 10 students and marked them as no shows.

Guitar – No major problems but due to the number of students auditioning there were two very long days.

Jazz – Improvisation was added to the audition. Students also audition playing their part with a recorded rhythm track.

c. Proposed 2019 Audition Dates and Sites: Information Only

(To be approved by Executive Committee in February)

Choral	Oct. 21, 2019 - Portales, ENMU
	Oct. 22, 2019 - Albuquerque, UNM
	Oct. 23, 2019 - Albuquerque, UNM
	Oct. 24, 2019 - Albuquerque, UNM
	Oct. 25, 2019 - Las Cruces, NMSU
Strings	Oct. 23, 2019 - Albuquerque, AYS
	Oct. 24, 2019 - Albuquerque, AYS
	Oct. 25, 2019 - Las Cruces, NMSU
Guitar	October 24, 2019 - Cibola
	October 25, 2019 - Cibola

PSAT Test Dates for 2019 are Oct. 16 and Oct. 30 with the alternate test day of Oct. 19.

Winds and Percussion -	Nov. 4, 2019 - Aztec
	Nov. 5, 2019 - Albuquerque, AYS
	Nov. 6, 2019 - Albuquerque, AYS
	Nov. 7, 2019 - Portales, ENMU
	Nov. 8, 2019 - Las Cruces, NMSU

6. **NMMEA President's Report** - President Bernie Chavez

Additional thanks to Neil Swapp and Kathy Espinosa. Special thanks to Jennifer Rogers for attending the SW Division Meeting in Oklahoma City.

a. Business Awards Luncheon - Brian Uerling

Quick Review of the Awards Presentation Program: Rollie Heltman Exemplary Service Award, Music Educator of the Year, John Batcheller Award, Hall of Fame, Administrator of the Year, Emeritus Distinguished Educator, NMMEA Scholarship, Award of Distinction

A jazz duo will provide the music prior to the luncheon.

b. Music In Our Schools Month – Julie Rombach-Kendall

Plans are underway for events for MIOSM.

c. Advocacy Update – Gov. Michelle Lujan-Grisham should be a good supporter of music education.

It was suggested that NMMEA consider contacting the Governor's office and see if a meeting could be scheduled.

d. PED is trying to incorporate a performance-based assessment.

8. **NMAA Report/Update** - Don Gerheart

a. Choral Contest - April 5 & 6, 2019 at Cleveland HS.

- b. Mid School Concert Band Contest - April 11, 2019 at Cleveland HS.
High School Concert Band Contest - April 12-13, 2019 at Cleveland HS.

9. Final Review of the 2019 All-State Music Festival and In-Service Conference

- a. Greetings - Mr. Eric Lau, Chairman, UNM Department welcomed NMMEA at the start of our meeting.
- b. NMMEA Vice-President's Reports - Cherokee Randolph, Joanna Hart, Paul Nielsen, Laura Eberhardt, Robin Giebelhausen and Paul Hallsted.
The VP's indicated things are set for All-State. While there were a few minor problems along the way they have been worked out. Several suggestions for improvement will be discussed at the February meeting. Please be sure you have an accurate list of students who didn't attend All-State. Also the Executive Committee needs to discuss who will provide the All-State music for next year.
- c. General Arrangements: Facilities, Parking, Concert Tickets, Comp Ticket Procedure, etc., Don Gerheart. The Board was reminded of parking and comp ticket procedures, and how to purchase concert tickets
- d. NMMIC Members, Concert Recordings, Registration - Don Gerheart
We have 9 Saturday Concert sponsors and 12 booths. Shhh Productions will again do our recordings. Order forms will be available on site and the form is also on our website.
- e. District President's Responsibilities, Concerts, etc., - Bernie Chavez
It is important that the districts scheduled for each concert are there so we adequate help to issue comp tickets.
- f. Information and Reminders from All-State Site Coordinator Kathy Espinoza.

10. Unfinished Business

- a. Dates for the 2020 All-State Music Festival and In-Service Conference are January 8-11, 2020.
Site: UNM - Need Motion to Approve 2020 All-State Dates
It was moved and seconded to accept UNM's bid to host our 76th All-State on January 8-11, 2020.
Motion passed
- b. For February's meeting be prepared to confirm that you have all of the audition procedures for all sections documented. If not be prepared to present documentation of all processes and instructions for your section. Get feedback from your membership at your section meetings.
- c. Financial Responsibilities for Districts. Must file District Financials with IRS by August 15, 2020. Neil Swapp will send the spreadsheet out by June 1, 2020. Maintain accurate records-no guesswork. Retain all financial records. Tracking all people paid by each district was not handled very well this past year. W-9's were not signed before their check was issued.
- d. Need a decision on whether we are going to print the spring issue or just post it on line.
We also need to decide if we are going to print future issues of the "New Mexico Musician" or just post material on our website. Both items "d & e" will be decided at a special meeting of the Board of Directors to be held Saturday January 12, 2019 at 8:00 AM.

11. New Business

- a. Appoint an Executive Director. It was determined that Neil Swapp will be NMMEA's Executive Director starting on January 13, 2019. We need an official motion at this Board of Directors Meeting so we have made his appointment official.
It was moved and seconded to appoint Neil Swapp as NMMEA's Executive Director effective January 13, 2019. Motion passed unanimously.
- b. Need Board approval to transfer all accounts to the bank of Neil Swapp's choice. May need guidance from our lawyer.
It was moved and seconded to approve the transfer all NMMEA funds to the Wells Fargo Bank in Silver City as well as getting all of NMMEA's updated official documents to the appropriate entities. Motion passed.
- c. File all document changes due to the revision of the NMMEA "Articles of Incorporation" and "Constitution and By-Laws" with the proper New Mexico Offices and our new bank.
- d. Since it will be time consuming to make all of the changes needed to transfer bank accounts and documentation as well as to close the books on the 2019 All-State the Board is asked to retain and approve the services of Don Gerheart through February 28, 2019.
It was moved and seconded to retain the services of Don Gerheart through February 28, 2019 so all the financial matters can be completed and transferred and to complete the transition to our new Executive Director. Motion passed.
- e. Don Gerheart is asking that he retain the computer purchased by NMMEA in 2003. He is willing to pay for the computer.

It was moved and seconded to transfer the computer that NMMEA purchased in 2003 to Don Gerheart at no cost. Motion passed.

- f. Approve the Jazz Vice President for 2019-20 – President Chavez
It was moved and seconded to appoint Bruce Dalby as VP of the Jazz Section for 2019-2020. Motion passed.
- g. Appointment of Editor of the “New Mexico Musician” for 2019-2020 depending on what has been decided in Item “f” under unfinished business. Action moved to Saturday morning January 12, 2019 at 8:00 AM so discussion with the membership can take place at the section meetings.
- h. Executive Committee Conference Closing Meeting
Saturday, 1/12/18, 8:15 AM Keller Green Room - President Chavez Presiding
- i. Executive Committee Meeting
February 8 & 9, 2019 - NMAA Headquarters, Albuquerque - 1:00 PM
Board of Directors Summer Meeting
July 23 & 24, 2019 - NMAA Headquarters.
- j. Approve sending President Jennifer Rogers and Executive Director Neil Swapp Editor to National Leadership Assembly the last week in June 19-21, 2019.
It was moved and seconded to send Jennifer Rogers, Neil Swapp, and Keith Jordan (if he is appointed editor) to the National Assembly (Leadership Assembly) held in Virginia June 19-21, 2019. Motion passed.
- k. NMMEA Scholarship - Josue Hernandez – Las Cruces HS
- l. Other:
Southwest Division President Mike Raiber informed the Board that the NAFME National Board has approved having a National Collegiate Summit in Oklahoma City on July 19-21, 2019. The cost per student (room and board) will be \$25. More information to follow.

12. Adjournment

It was moved and seconded to adjourn. Motion passed.
Meeting adjourned at 3:02 PM.

Respectfully submitted,



Don Gerheart, Executive Director, NMMEA