



NMMEA Executive Committee Meeting
February 8, 2019 – 1:00 pm and February 9, 2019 – 8:30 am
New Mexico Activities Association Conference Room
6600 Palamos NE, Albuquerque, NM 87107

Present: Jennifer Rogers, President; Neil Swapp, Executive Director; Bernie Chavez, Past President; Keith Jordan, NM Musician Editor; Amy Williams, Band VP; Clarissa Clark, Choral VP; Justin McMurdo, Guitar VP; Julie Rombach-Kendall, General Music VP; Bruce Dalby, Jazz VP; Carla Lehmeier-Tatum, Orchestra VP

1. Welcome, Call to Order, Opening Comments
 - a. Jennifer Rogers, NMMEA President called meeting to order at 1:03 pm
2. Approval of Minutes – Executive Committee Meeting (1/9/2019)
 - a. It was moved and seconded to accept the minutes as presented. Motion passed.
3. Financial Report – Neil Swapp, Executive Director
 - a. NMMEA Financial Report as of November 30, 2018 (attached)
 - i. Bill Smith Memorial - \$890.26
 - ii. Savings - .06
 - iii. Checking - \$139,109.37
 - iv. CD - \$103,165.80
 - v. CD 2 – \$60, 589.53
 - vi. Total current assets - \$303,755.02
 - b. It was moved and seconded to accept the financial report as presented. Motion passed.
4. 2019 All-State Data (Included in Master Meeting Document)
 - a. Audition numbers
 - i. Choral – 1071, String – 282, Guitar – 170, Band – 1263, Jazz – 261
 - b. Student No Shows to Auditions
 - i. Choral – 161, String – 41, Guitar – 30, Band – 249, Jazz – 26
 - c. Educator Conference Attendance
 - i. Members – 360, Non-Members – 77, Collegiate – 80, chaperones – 49
 - d. Student Participation by school
 - i. 80 schools had students participating in the 2019 All-State
 - e. Concert Attendance
 - i. 4587 in attendance at Saturday’s concerts of which 1140 were comps
 - f. Conference App (Guidebook)
 - i. 842 downloads of educator guidebook (156.70% download rate)
 - ii. Consensus was to not publish educator schedule in magazine
 - g. Audition Teams, Site Expenses and VP Mileage and Lodging
 - i. Total audition team expenses - \$10,336.53
 - ii. Site expenses - \$1091.37

- iii. Vice Presidents mileage and lodging – \$1090.43
 - iv. Total cost of auditions - \$12,518.33
 - h. Concert Sponsors and Booths
 - i. 10 concert sponsors and 9 booths. Total income after expenses - \$4,608.79
 - i. Awards Luncheon
 - i. 202 people were in attendance at luncheon of which 34 were comps (award winners, conductors and etc.)
 - j. Guest Conductor Expenses
 - i. Guest conductor total expenses - \$22,500.37
 - k. Credit Card Transactions
 - i. \$23,683.00
 - l. Recording and Merchandise
 - i. Recordings - \$1,000.00 (additional revenue forthcoming based on sales)
 - ii. Merchandise - \$5,637.11
- 5. New Mexico Musician
 - a. Keith Jordan, Editor, discussed deadlines (March 1, August 1, October 1) and what was needed for each edition
 - b. Further discussion of the online format
- 6. President's Report
 - a. Introductory remarks and thanks to all for their service
 - b. Goals
 - i. Professional development other than the January Conference
 - ii. Need to coordinate district advocacy chairs
 - iii. Continue to build on collegiate chapter successes
 - 1. Southwest Regional Collegiate Symposium (July 19-21)
 - c. NAFME National Assembly (June 17-21). Jennifer Rogers, Neil Swapp and Keith Jordan will attend
 - i. Discussion of possibly paying for a collegiate member to attend hill day
 - d. New CRM should be online by August 2019
- 7. Music in our Schools Month
 - a. Julie Rombach-Kendall reported on several events occurring during the month of March that are linked to Music in our Schools Month
- 8. Processes and Procedures
 - a. NMMEA Email, Google drive, Timeline, and Stationary were discussed as well as the role of the Executive Committee and Board of Directors
- 9. Small School Band
 - a. A two-year study will be conducted to look at the breakoff enrollment point for Small School Band (SSB) to ensure that the intent and mission of SSB is being met
- 10. Fall 2019 All-State Auditions
 - a. Pros and cons of continuing the NW Band and Orchestra Site.
 - i. It was moved and seconded to continue the NW site for both band and orchestra. Motion passed.
 - b. Recorded Audition Logistics Discussion
 - i. Need to remind recording proctors to not stop recording during an audition

- ii. Files for “no show” students will not be labeled “no show” but will only be labeled with code to ensure that adjudicator listens to file. This is another check to ensure accuracy
 - iii. Proctors must adhere to printed script
 - iv. Need more coordination between Band and Jazz scheduling
 - c. No concerns regarding fall 2019 sites and judging panels
- 11. 2019 All-State Wrap Up
 - a. New student badge dispersal went well and will be continued
 - b. Discussion of logistics of Wednesday evening
 - i. The request of band and guitar sectionals combined with the request by orchestra to be able to do auditions and sectionals has put a strain on available rooms. Site Coordinator will continue to work on finding rooms, however orchestra may not be able to continue having large rooms for auditions. Will start the initial meeting of ensembles at 4:00 pm
 - ii. Honor ensembles need to be reminded of new performance guidelines as there were a few infractions this year (nonstudent soloist)
 - iii. Positive feedback on UNM as a site host
 - iv. Student preparedness seemed to be a larger issue this year in choral section
 - v. Student use of phones during rehearsal seemed to be a larger issue this year
 - vi. Minor changes were made to Rehearsal Etiquette document (arrival time before rehearsals changed to 20 minutes and wording about planning ahead for traffic)
 - vii. Students not following through on commitment were discussed. Motion was made and accepted regarding students not eligible to participate again. Executive Director will communicate directly with student’s directors.
 - viii. Saturday schedule was discussed, and it was decided no change would be made. Guest conductors and Co-Chairs must be reminded to follow printed schedule.
 - ix. There were minor issues with the conference hotel this year which will be communicated by the Executive Director directly to the hotel in the event they are selected again as conference hotel in the July meeting
 - x. Vice Presidents were asked to send section minutes to Executive Director
 - xi. Process of choosing guest conductors was discussed. The Executive Committee felt this needed more discussion and possibly unification between sections.
- 12. 2019 Jazz All-State Wrap Up
 - a. 261 students from 28 schools auditioned for 2019 Jazz All-State
 - b. 54 students from 17 schools were selected to participate
 - c. Event went well and ENMU was a great host
 - d. Discussed the established hosting rotation and the need to address this as some areas are much more expensive and require most or all students to travel to the site.
- 13. 2020 All-State Auditions
 - a. Commitment forms were reviewed. No changes other than dates and locations were made

- b. Audition Rubrics. No changes to band, guitar, orchestra and choral rubrics. Jazz rubrics are currently being worked on and will be ready for the July meeting
- c. Audition Logistics
 - i. The band section voted to go to an audio only format for percussion auditions (one-year trial). It was motioned and seconded to do audio only percussion auditions in fall of 2019. Motion passed
 - ii. Rather than the Band VP travel to each site, recording coordinators will be found at each site to oversee process and upload recordings
 - iii. Band section is also looking at establishing sight reading parameters. Band VP has established a committee to work on this
 - iv. Discussion of moving choral auditions to a blind format. It was moved and seconded to make this a priority for the Choral Section meeting in January 2020. Motion passed
 - v. All-State Choral Ensemble rosters will be posted on web, and no longer will be sent to directors for name verification.
 - vi. Vocal section is looking into other possible vendors for learning CDs
 - vii. Review of Vocal Section's vote to allow retired NM Choral directors to judge auditions (details in handbook revisions)
 - viii. Vocal section voted to require original scores be given to adjudicators (details in handbook revisions)
 - ix. Need for Audition Site guidelines. Elsie Stott has been asked to work on these. Once received and approved, they will be implemented for all sections
 - x. Executive Director reiterated the need to not retype names during the scheduling process
- d. The Vocal Section has requested the addition of a NW audition site by reducing the Albuquerque site by one day. It was moved and seconded to develop a proposal for this site and present at the July meeting to the Board of Directors. Motion passed.
- e. It was moved and seconded to accept the following Dates, Sites and Chairs of 2019 Auditions. Motion Passed
 - i. Orchestra
 1. October 15th – Las Cruces (NMSU, Jennifer Rogers / Nate Cantu)
 2. October 16th – Farmington (FHS, Monica Leaming)
 3. October 17th – ABQ (AYS Build, Drew Austin / Natalie Phillips-Perkoff)
 4. October 18th – ABQ (AYS Build, Drew Austin / Natalie Phillips-Perkoff)
 - ii. Vocal
 1. October 14th – Las Cruces (NMSU, Susanne Dueno)
 2. October 15th – Portales (ENMU, Travis Sherwood)
 3. October 16th – Albuquerque (UNM, Robin Giebelhausen)
 4. October 17th – Albuquerque (UNM, Robin Giebelhausen)
 5. October 18th – Farmington (pending BOD approval)
 - iii. Guitar
 1. October 17th – Albuquerque (ABQ HS, Omar Villanueva)
 2. October 18th – Albuquerque (ABQ HS, Omar Villanueva)

- iv. Band
 - 1. November 4th – Las Cruces (Ocate HS, Shawn Silva)
 - 2. November 5th – Portales (ENMU, Dustin Seifert)
 - 3. November 6th – Albuquerque (AYS Building, Elsie Stott)
 - 4. November 7th – Albuquerque (AYS Building, Elsie Stott)
 - 5. November 8th – Aztec (Aztec HS, Rian Chiaravalloti)
- f. It was moved and seconded to accept the audition materials as presented. Motion passed. Audition material will be posted on website by April 1st.
- 14. 2020 All-State Music Festival and In-Service Conference
 - a. All State Date – January 8-11, 2020
 - b. All State Jazz Date – January 24-26, 2020
 - i. It was moved and seconded to accept the invitation from NMSU to host the 2020 Jazz All-State. Motion passed
 - c. It was moved and seconded to recommend to the BOD to keep SHH Productions as the official recording company. Motion passed.
 - d. Contracts will be prepared and send to 2020 conductors
 - e. It was moved and seconded to accept the proposed 2020 concert programs (with possible changes in guitar program). Motion passed.
 - i. No changes after April 1st
 - ii. Need to find musicians to cover special instrumentation (especially in choir)
 - f. Clinics should be finalized by July meeting so that site coordinator can begin working on scheduling
 - g. Jennifer Rogers, President, is working on securing a 2020 keynote speaker
 - h. Neil Swapp, Executive Director, is working on securing a sponsor for a Friday night educator mixer. Discussion of possibly hosting a dance for the students at the same time
 - i. Neil Swapp, Executive Director, will write a bid to send to possible music vendors for All-State 2020 for band, jazz, and orchestra music. This bid will contain an ask for one set of scores. Choir will continue to purchase music from any online vendor and guitar music should be available for download.
 - j. Honor Groups
 - i. Submission process and 2020 preferences were reviewed
 - 1. Band – Mid / Jr High and High Schools under 1200 (9th grade schools are in the Large School rotation in 2020)
 - 2. Choir – Small School (Mid / Jr High, 1A, 2A, 3A)
 - 3. GM – Elementary music ensemble (including band, orchestra, Orff, ukulele and etc.). It is not “unique ensemble” year in the rotation.
 - 4. Jazz – Large School (1200 and above)
 - 5. Orchestra – Small School (Mid / Jr High, 1A, 2A, 3A)
 - ii. Request to allow JazzBones, a non-school group, to apply for Jazz Honor Band was discussed. Motion was made and seconded to allow JazzBones to submit for honor group. Motion passed.
 - k. Non-Traditional Performing Ensembles are to apply directly to NMMEA President
 - l. 2020 All-State Ensemble Concert Schedule:

- i. 9:00 – Guitar
 - ii. 9:45 – Concert Orchestra
 - iii. 10:30 – Symphony Orchestra
 - iv. 12:00 – Small School Band
 - v. 12:45 – Concert Band
 - vi. 1:30 – Symphonic Band
 - vii. 3:00 – Treble Choir
 - viii. 3:45 – Mixed Choir
- m. Review of comp ticket dispersal was discussed. It was decided to continue to the current process
 - n. Exhibitor badges was discussed (4 badges to Universities and 2 to all other exhibitors)
 - o. It was moved and seconded to change the cost of student replacement badges to \$5.00. Motion passed
 - p. It was moved and seconded to recommend to the BOD that Jazz All-State students receive a Jazz All-State badge. Motion passed.
 - q. It was moved and seconded to recommend to the BOD that NMMEA purchase 4 sets of Jazz Sight Reading excerpts (\$400 each). Motion passed.
15. 2021 All-State
- a. Tentative All-State Dates (January 6-9, 2021)
 - b. Tentative Jazz All-State Dates (January 29-31, 2021)
 - c. It was moved and seconded to accept the 2021 conductors as presented. Motion passed.
 - d. Keynote Speaker – Dr. Tim Lautzenheiser
16. Operating Procedures
- a. Review of Operating Procedures. Motion was made and seconded to accept changes which will be posted on website by April 1st. Motion passed.
 - b. Motion was made and seconded to propose changes in payment structure to BOD in July. Motion passed.
17. Handbook
- a. Review of Handbook. Motion was made and seconded to accept changes which will be posted on website by April 1st. Motion passed.
18. Summer Board of Directors Meeting
- a. Motion was made and seconded to hold the annual summer Board of Directors meeting on July 18th and 19th. Motion passed.
 - i. Details of meeting schedule will be emailed to all BOD members
19. Adjournment
- a. It was moved and seconded to adjourn. Motion passed. Meeting adjourned at 1:14 pm.

Respectfully Submitted,



Neil Swapp, Executive Director, NMMEA