



## District 4 - North Central Executive Committee Meeting

Friday August 6th 2021 Via Zoom

### Agenda

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- I. **Call to Order - 5:07pm, Attendance: Val, Clarissa, Leah, Steven, Kat, Maurice, Gwen, and Don**
  - A. Need to take minutes during executive meetings as well
  - B. These are reviewable by membership at any time.
- II. Approval of [Minutes](#) from May
  - A. Kat moves to approve the minutes
  - B. Valerie 2nds
  - C. Motion passes
- III. Old business
  - A. Update the contacts spreadsheet- import them into contacts for Google Suite.
    1. Download the google sheet to an excel spreadsheet (csv file) and you can upload to the contact spreadsheet
    2. Attendance - Link to document (Both in person and virtual)
  - B. Handbook - [2019-2020 vers.](#) [2020-2021 Draft](#)**
    1. Any issues? Update from Don.
    2. Review responsibilities
      - a) Especially program printing, honor band duties and sightreading set up for MPA
      - b) Sight reading amount for resale- Vote on in full meeting.
      - c) Also review which festival you are the chairperson for and the duties for chairing
    3. Review limits on spending/reimbursements in handbook.

- a) Clinicians hotels and paid for. Handbook says NCNMMEA reimburses up to \$30 for food (WITH RECEIPTS!!)
  - (1) Clinicians and judges only
  - (2) We can vote to change this if we want, but we have limited funds
- 4. Should we make a Google Form to have a trail for changes that are voted on for the handbook? This will help make changes clearer when going back to add the changes into the handbook.
- 5. Secretaries will prepare programs, they will be ready to print, and send the file to the VPs and the chairperson of the event. (Double check that it's in the handbook under chairperson and secretary)

#### IV. New Business

##### A. [NMMEA District presidents survey](#)

- 1. Shows how we compare to other district when it comes to fees and honorariums.

##### B. [New Standardized Contract](#)

- 1. VP can sign on behalf of NCNMMEA
- 2. Contracts AND W-9 need to go to Kat
- 3. VP communicates accommodations needed and Kat books.
  - a) 2 days if necessary (Depending on distance) but avoid 3 days.
- 4. Elementary Music Festival needs to be added to contract.
  - a) In District and out of district clinicians should be paid.
  - b) \$100 (Out of District)
    - (1) Use same milage and meal allotment as other sections.
  - c) \$50 for in district (NCNMMEA district 4) teacher.
  - d) These numbers will be presented to the membership to vote on.
  - e) Will also need to be added to Handbook once voted on.
  - f) Consider having a school fee + student fee
  - g) Consider voting through google form.

##### C. [NCNMMEA inventory](#)

- 1. Estimates on what you need me to order.
  - a) Steve will give best guesses.
  - b) Still need to add printer, ink, microphones etc.
- 2. Purchasing sight reading music, send a PO or Check to the treasurer at the PO Box

##### D. VP reports-I would like to skip and just do these as introductions tomorrow.

- 1. Go around and give a brief description of what your "job" is
- 2. We do need a financial report from the Treasurer- Just where do we stand?

a) Do we need to see every check, what it's paying for, and an invoice for each purchase?

(1) What they need to see is income, and number of registrations at a certain amount for each festival

E. Action item- Send out rosters/cross check email lists-make sure everyone is getting communication.

1. Save the spreadsheet to your own Google Drive!

2. Double check and make sure your section members sign in during their section meeting

F. Any other new business?

## V. Reminders

A. Have an agenda for your section meeting-try to keep to 20 minutes

1. Introduce new people

2. Keep short and answer questions

B. Communication needs to be from @nmmea.com emails (please check) 2-3 times a week

1. Phone numbers to Steve

C. File format- for creating files on drive **Event\_Document\_Date\_District** Try to share with all involved.

D. Treasurer's IRS report due August 15th

E. W9's will be done in the fall for officer honorarium.

## VI. Next Meeting

A. Friday, May 13th @ 5:30 via Zoom

## VII. Adjournment

A. Don moves to adjourn the meeting

1. Valerie 2nds

2. Meeting adjourn at 6:16