



## District 4 - North Central General Meeting Minutes

*August 23, 2025*

Los Alamos High School & Google Meet

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### District 4 Mission Statement

*Adopted August 2020*

**Mission:** We serve students by providing high quality music learning & performing experiences.

**Vision:** To encourage higher levels of musical achievement through participation & collaboration in a quality professional setting.

# Agenda

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## I. Call to Order and request for time-keeper to keep us on track

**A. Call to order @ 9:00**

**B. Update memberships and update contact emails**

**C. In- person attendance: Rick H., Clarissa R., Deanna T., Christine S., Megan T., DeDe M., Jacob L., Steve I., Zane M., Valerie C., Dylan , Jeremy B., Caiti L., Michelle R., Deb,**

**D. Online attendance: Cameron W, Carla K, Don H, Jesus M, John T, Kristina K., Laura H., Marilyn B., Michael C., Robert C., Suzanne B., Zachary V, Gwen-Marie L., Will K,**

## II. Ethics Statement (1 Minute) @9:03

*"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".***

## III. Approval of May 17, 2025 Meeting [Minutes](#)

[https://docs.google.com/document/d/1uo0Q1a\\_psf658m1ivX46NcqE3fJXSVDannCI87K0Q10/edit?usp=sharing](https://docs.google.com/document/d/1uo0Q1a_psf658m1ivX46NcqE3fJXSVDannCI87K0Q10/edit?usp=sharing)

**A. Changes noted - Band related**

**B. Moved to approve- Steve, Second Clarissa**

**C. All in favor, motion passes**

## IV. Motion Document @9:09

A. When making a motion, please add your motion and name to the [motion document](#); if you second the motion, please add your name as well

## V. President's Report @9:10

A. President - Zane Meek (15 minutes)

1. State Level Updates

a) Read [Monday Notes](#); lots of important information

b) Neil stepping down at end of year

(1) Applications for Exec Director have closed; two applications were [5/17/25 General Meeting Minutes](#) received; BOD is convening a committee to complete the hiring process and begin the shadow year

(2) Amy Williams has moved to Dallas but can do her job mostly remotely

(3) Neil will continue to help in some capacity

c) Year of the Arts in NM

(1) [Proclamation](#)

- d) District financial business
  - (1) [District Financial Guidelines](#)
    - (a) We are generally in compliance with NMMEA's preferred practices; yay! We will be making a few tweaks for compliance.
    - (b) **Need to have the most recent W9's**
- e) District documents
  - (1) The handbook revamp went a long way to making things more clear and in alignment with NMMEA guidelines and policies
  - (2) Check the NMMEA website to be sure all information is up-to-date and forms are correct
  - (3) **Dates have changed, revised calendar will be posted after this meeting**
- f) [All-State Audition Info](#) is available on NMMEA website
  - (1) [All State fees](#) will remain the same as last year
  - (2) New [audition process](#)
    - (a) **Help alleviate recording process and time constraints for directors**
  - (3) [Townhall](#) on Sep 17 to go over new process
- g) Be sure to renew your [NAfME Membership](#) before it expires; you cannot register students for any events or vote without it being current.
- h) 2025-2026 State Dates
  - (1) October 16-25, 2025 - Choir, Guitar & Orchestra All-State Auditions
  - (2) October 25, 2025 - NMAA/NMMEA State Marching Band Contest
  - (3) October 29-November 8, 2025 - Wind and Percussion & Jazz All-State Auditions
  - (4) January 14-17, 2026 - All-State Music Festival & In-Service Conference (UNM)
  - (5) January 22-24, 2026 - Jazz All-State (ENMU)
  - (6) April 14-15, 2026 - State Choir Contest
  - (7) April 16-18, 2026 - State Concert Band Contest

**VI. Treasurer's Report - Valerie Collins (15 minutes) @9:20**

1. [Event Report from 24/25](#)

- a) Only missing \$160 from W/P S&E
  - (1) Expected to recover it, just slow coming in
  - (2) **Spent more than brought in... plaques, computer, and printer were new this year.**
  - (3) **Each event is tabbed**
  - (4) **.35 discrepancy between bank and treasurer report, in favor of our account.**
  - (5) **Some judges have not cashed their checks. (Choral, W/P)**
  - (6) **New honorarium schedule - approved last Fall.**
  - (7) **W9's must be the calendar year of payment. Fall and Spring events will need 2 separate forms.**
  - (8) **Some organizations spent more than others, some lost, some gained**
  - (9) **General Music Festival looking at grants, donations, and sponsors to fund, so they don't lose money again.**
- b) [Event Fees](#)
- c) [Honorarium Schedule](#)

2. Steve brought up 50% should remain in reserve. WE HAVE IT, but keep this in mind when spending.
3. Quote form linked [HERE](#) for PO requests
  - a) Get PO's sent in as soon as possible.
4. [Quote Template PDF](#) - [Quote Template Sheet](#)
  - (1) You can use either of these, or request a specific quote from me.
  - (2) If we make any changes to amounts, I will update these!
  - b) Consider a change to the hotel policy - see motion doc.
  - c) [25/26 Contract Template](#) - **please make a copy for your event!**

**VII. Committee Reports** (1 minute) @ 9:34

- A. IEP and 504 accommodations for Solo and Ensemble events *ad hoc* committee (Jen Cordova, chair)

1. Still working; will report out at a later date

**VIII. Section Meetings** (40 min) @9:34

- A. Section VP's lead section meetings (9:40-10:20 expected)

1. Each section has items to discuss
2. Each section will need to vote for new VP's
  - a) New veepees will take the reins after this meeting
  - b) No person can serve more than two consecutive terms as VP or officer except treasurers but only with approval from BOD
  - c) **SECTION MEETINGS NEED TO BE NO LONGER THAN ONE HOUR**

- B. Officer Reports after section meetings (15 minutes) @10:35

1. [VP General Music - Jacob Lucero](#)

- a) Dates and locations finalized and sent to Zane
- b) Megan Tholen taking over General Music
- c) Need new Co Secretary 2, to finish out term. (1 year commitment)

2. [VP Band - Steve Iliff](#)

- a) 2 percussion instructors - 1 per group
- b) Get Participation numbers up
- c) Audition music
- d) MPA backup location - LAHS - objection by Michelle Rosette
- e) New audition procedures
- f) Etude, original music at festival
- g) Elect a new VP - later

3. [VP Choir - Devin DeVargas](#)

- a) Voted not to buy music for honor choir (weather or armageddon cancellations in the past) - purchase through own means rather than using district money
- b) Solofest and S/E combine (voted in May), but decided to split due to new blood in program, need to finalize dates for events
- c) Swag sold at honor choir - voted yes per
- d) Jason asked for NMAA state choir be split into Big vs Small School (voted yes), and Trebled vs. Mixed (voted no)

4. [VP Orchestra - Gabe Tafoya](#)

- a) New VP elected is Carla
- b) Discussed spending on caps for Site hosts and meals for clinicians, discussed that caps were too low
- c) Handbook states all teachers at site are site hosts.

- d) Honor orchestra music - split cost between schools - one school per year
  - e) Scales, audition process for Honor Orchestra
  - f) El Dorado - new location logistics, clinicians
  - g) MPA/S/E - encourage early reach out to adjudicators
5. [VP Guitar, Mariachi and Piano - Gwen-Marie Lerch](#)
    - a) Zane read the linked document as technology was not working for Gwen
  6. NMAA Band Advisory Council - *Need new rep*
    - a) Robert Chrisman volunteered to be
  7. NMAA Choral Advisory Council - *Jason Rutledge*
- C. Need to nominate and vote on new Co-Secretary 2; Megan is taking over GM VP duties
1. Nominations for Co Secretary 2
    - a) Devin nominates Caiti Lord
      - (1) 5th year teaching general music and choir at K-8 school. Hosted 3 s/e festivals and general music festival
    - b) Dhamaris nominates Christine Subratie
      - (1) 2nd year teaching band in LAPS, went to school in this District, works with elem, middle, hs, marching.
    - c) Votes for Caiti 8 in person, 6 online = 14
    - d) Votes for Christine 6 in person, 1 online = 7
    - e) New Co Secretary is Caiti Lord

**IX. SY 2025-2026 Scheduling (20 minutes)**

- A. [Scheduling Spreadsheet](#); tentative dates set in section meetings
  1. Need to get things solidified ASAP
  2. Fall events solidified, Spring GM Festival solidified
  3. Orch MPA - SFHS - DeDe Chair
  4. Honor Band - no location/site
  5. Co Chairs for Orchestra MPA March 5-6
    - a) Chaired by Caiti and Dede on separate days
    - b) Clarissa and Dede
    - c) Caiti and ?
  6. Vocal MPA - LAHS Jason host
    - a) 12th- Zane chair and Deanna or Christine
    - b) Carla Thursday 11th, ?Gwen or Christine? co-chair
  7. Band MPA -
    - a) LAHS - March 18
      - (1) Valerie + Devin
    - b) CHS - March 19 Rick host
      - (1) Gwen + Caiti (?), or Devin (?)
  8. S/E -
    - a) Need a Spring date/site for Vocal S/E
      - (1) re-vote/splitting the Fall combined event (Solofest, S/E)
    - b) String + Harmonizing @ Capital (Gwen) 4/25
      - (1) Valerie, chair + co-chair Cameron
    - c) Wind + Percussion 5/9 @Milagro
      - (1) Steve chair, DeDe co chair

**X. New Business (20 minutes) @11:18**

- A. Do we want a merch vendor (**TMF**) at Honor Group Events?
  - 1. No overhead
  - 2. 10% of profits come back to the district
  - 3. Try it and see how it goes?
    - a) Orchestra has agreed to try
    - b) Discussion - Carla interested in creating a t-shirt for honor orchestra, but wants students to get it, but the District to pay (modeled in Alb - they wore the shirt for the concert) - increase fees to cover cost? - Michele suggests that this might be a draw to get students to audition? - Zane suggests trying the outside vendor is a good place to start - Christina says shirts should be optional
- B. Year of the Arts:
  - 1. How can we leverage this in our schools and classrooms?
  - 2. [Suggestions from NMMEA](#)
  - 3. Any current discussions within your districts? Additional opinions
    - a) Adding a logo to the email.
    - b) Putting up the proclamation - prominently
    - c) Adding logo to the programs for events, school based and NCNMMEA events
- C. [NMMEA Advocacy Committee](#)
  - 1. Constantly be advocating for the arts
- D. [New Contracts](#)
  - 1. Have a “get-out-of-jail-free” card in them
  - 2. Will begin using them immediately (already shared)
  - 3. Valerie is working on a fillable form for contracts - see Valerie's notes in Treasurer report
- E. Adding provision in the handbook to include homeschooled students in our events
  - 1. NMAA does allow homeschooled students to participate in All State ensembles
  - 2. We've generally allowed them to participate in events with an NCNMMEA sponsor but there isn't anything speaking directly to that in the handbook
    - a) **Motion in Motion Doc**
    - b) Discussion - encourage NAFME membership, but can be sponsored by an NC or NMMEA member for registration - private teachers would incur greater cost
    - c) Clarissa reminds that we should follow the parent organization and not make up our own rules/process
    - d) Carla suggests these individuals going through the VP & Treasurer
    - e) Gwen reminds that individual membership is much higher
    - f) Motion on motions document Zane motions, Gwen seconds,
    - g) Motion passes
    - h) Zane will add to handbook
- F. Need for clearer guidelines for spending at events
  - 1. Who gets their lunch paid for by the district at any event?
    - a) **Motion in Motion Doc**
    - b) Steve refers to handbook where only officers/NCNMMEA official capacity receive lunch
    - c) Note that \$20 is too little, Steve agrees to amend motion to \$30
    - d) Jacob and Devin seconds,. Zane proposes to amend motion. Change made in motion document.
    - e) All in favor, motion passes!

2. Language in the handbook regarding spending on “hospitality” needs to be more clearly defined and specified
  - a) **Motion in Motion Doc**
  - b) Some snacks go to waste
  - c) Honor events may use more due to extra adults, but the district should not be paying for these.
  - d) Coffee is \$44 per carafe avg. - many state it goes unused
  - e) Need to define who the hospitality room is for
  - f) Trying to maintain the ‘reasonable amount’ and stay in the black
  - g) Zane Amendment proposal up to \$75 per day with receipts for judges, clinicians, co chairs, and site hosts, and participating directors, judges in the hospitality room
  - h) Motion made in document
    - (1) Steve motions
    - (2) Deanna seconds
    - (3) Motion passes
- G. Rescinding the provision in the handbook that allows for each section to purchase honor ensemble music
  1. Replace it in some way that disperses the burden of purchasing music?
  2. This will help events stay in the black
  3. **Motion in doc**
    - a) Discussed in sections
    - b) Zane moves to rescind provision to purchase music for honor ensembles, each section will determine how to acquire music for honor groups.
      - (1) Devin seconds
      - (2) Motion passes
- H. Move to change the policy for hotel reimbursement to be limited to the amount that we would have spent to book ourselves, instead of a per diem of up to \$200.
  1. **Motion in doc**
  2. **Book hotel for cheaper, and clinicians wanted points so book their own hotel but total would be more expensive than what we would book.**
  3. **Deb suggests to include the membership number so they can still receive the points. Some clinicians want other hotels than what we would book.**
  4. **Gwen seconds it**
  5. **Motion passes**
- I. Using Eprint and sharing copies
  1. Logistics?
- J. Steve moves *to add a \$100 honorarium for up to one non-band director Professional Percussion Coach for honor band. (If a volunteer band director is not available) This would be for someone who is not there in a chaperone or band director capacity.*
  1. **Moves to amend the motion to include the need for any honor ensemble. Gabes moves to amend the word coach to manager(?)**
  2. **Clarissa seconds**
    - a. **2 opposed**
    - b. **Motion passes**

## XI. Announcements @12:23

- A. Congrats to our NMMEA Award nominees and Honor Jazz:

1. Educator of the Year - Deanna Teague
  2. New and Emerging - DeDe Mendez
  3. John Batcheller - Valerie Collins
  4. LAHS Jazz I (Steve Iliff) is the 2026 All State Honor Jazz Ensemble
- B. SF Youth Symphony Orchestra, Jazz, Mariachi - auditions in SF and LA
1. [Go here](#) for audition dates, times and locations
- C. Officers (Prez, Co-Sec's, Treasurer) are up for election at the May meeting
1. Two-year term beginning immediately after the May meeting
  2. We need people to step up. Your profession and colleagues need you; those of us that have served will be available to help. You are a music educator: you can do hard things!
  3. Look at the [handbook](#) to see what each position entails and feel free to reach out to those who have served or are currently serving to chat about their experience.
- D. Job openings
1. Santa Fe Indian school -band and general music
  2. Las Vegas Music teachers valley school

**XII. Next Meeting & Adjournment @12:26**

- A. Saturday, May 16, 2026, 9:00AM @ LAHS and Google Meet
- B. Motion to adjourn?
1. **Jacobs moves**
  2. **William seconds**
  3. **Motions passes**
  4. **Meeting adjourned 12:26**