



**APPROVED Minutes  
National Executive Board  
Virtual Meeting  
February 5, 2020 – 7:00pm-9:00pm EST**

**I Board Members Present**

Kathleen D. Sanz, NAFME President (2018-2020)  
Mackie V. Spradley, NAFME President-Elect (2018-2020)  
Denese Odegaard, NAFME Immediate Past President (2018-2020)  
Keith Hodgson, President, Eastern Division (2019-2021)  
Judy Bush, President, North Central Division (2018-2020)  
Scott Barnes, President, Northwest Division (2019-2021)  
Dian Eddleman, President, Southern Division (2018-2020)  
Mike Quilling, President, Southwestern Division (2019-2021)  
Samuel Tsugawa, President, Western Division (2018-2020)  
Marc E. Greene, Immediate Past President, Eastern Division (2019-2021)  
John Combs, Immediate Past President, Northwest Division (2019-2021)  
Sara Womack, Immediate Past President, Southern Division (2018-2020)  
Michael Raiber, Immediate Past President, Southwestern Division (2019-2021)  
Russ Sperling, Immediate Past President, Western Division (2018-2020)

**II Staff Members Present**

Michael Blakeslee, NAFME Executive Director  
Christopher Woodside, NAFME Chief Operating Officer  
Chaudlier Moore, NAFME Chief Financial Officer  
Adriane Darvishian, NAFME Director of Strategic Governance Engagement  
Kim Henry, NAFME Executive Assistant & Board Liaison

**III Observers Present**

Sue Barre, President-Elect, Eastern Division (2019-2021)  
Karen Salvador, President-Elect, North Central Division (2018-2020)  
Tom Muller, President-Elect, Northwest Division (2019-2021)  
Sonja Williams, President-Elect, Southern Division (2018-2020)  
Renee Shane-Boyd, President-Elect, Western Division (2018-2020)

**IV Call to Order**

President Kathleen D. Sanz called the meeting to order at 7:01 p.m. on Wednesday, February 5, 2020.

## **V Review and Adoption of Agenda (Appendix A)**

*IT WAS MOVED BY RAIBER, SECONDED BY BARNES, AND CARRIED UNANIMOUSLY TO ADOPT THE AGENDA, INCLUDING THE CONSENT AGENDA, WITH FLEXIBILITY AS DIRECTED BY THE PRESIDENT; AND TO CONFIRM THE INTERIM ACTIONS AS PRESENTED:*

- *CONFIRMED APPROVAL OF THE NAFME MINUTES OF THE NOVEMBER 5-6, 2019 NEB MEETING*
- *CONFIRMED APPROVAL OF THE CONDUCTORS FOR ALL NATIONAL HONOR ENSEMBLES (ANHE)*
- *CONFIRMED APPROVAL OF EASTERN DIVISION NOMINATING COMMITTEE*
- *CONFIRMED APPROVAL OF NAFME REPRESENTATIVE COUNCIL APPOINTMENTS BY DIVISION*
- *CONFIRMED APPROVAL OF COUNCIL ON CHORAL MUSIC EDUCATION PROPOSAL FOR PROJECT FUNDING*
- *CONFIRMED APPROVAL OF APPOINTMENTS TO THE JMTE EDITORIAL COMMITTEE*

## **VI Reports**

### **A Report of Chair, Executive Committee**

*IT WAS MOVED BY HODGSON, SECONDED BY RAIBER, AND CARRIED UNANIMOUSLY, TO OPEN UP DISCUSSION TO THE COMMITTEE OF THE WHOLE.*

President Sanz led a review of the current work on Diversity, Equity, Inclusion and Access, and the Standards.

President Sanz led a discussion of the board on the dues recommendation for the coming fiscal year 2020-2021. NAFME bylaws and policies set an allowable yearly dues increase based on the Consumer Price Index (inflation). For this year, the increase thus allowed is \$1 for full-active members, with proportional increases set in the bylaws for other member categories (student and retired members). The board engaged in lengthy discussion over the decision to increase dues given the recent difficulties with technology the states have encountered. It was proposed that the NEB consider not raising dues for the coming FY 2020-2021 given these problems. The board continued discussion on other topics, with the intent to revisit the dues question later in this meeting.

President Sanz asked the board to review the Codified Policies of the Association.

President Sanz led a review of information from the President's Cabinet Society and Council Chairs.

*IT WAS MOVED BY RAIBER, SECONDED BY HODGSON, AND CARRIED UNANIMOUSLY, TO ACCEPT THE AWARD CRITERIA PROPOSED BY THE GUITAR COUNCIL, AND THE NOMINEE FOR THE FIRST GUITAR COUNCIL AWARD.*

President Sanz led a review of Presidential Task Forces that are under consideration. The two Task Forces that are being discussed are one for Diversity, Equity, Inclusion, and

Access; and one for Repertoire Selection. President Sanz requested the Division Presidents provide suggested names for each Task Force.

President Sanz asked President-Elect Mackie Spradley to review the additional two Task Forces/Think Tanks under her consideration. President-Elect Spradley said that the Emerging/Future Leaders Task Force would be designed to build the capacity of individuals in the group as leaders and see the inside workings of the association in order to become invested in the future of the organization. Further discussion of action items will follow once the individuals in the Task Force are finalized. The second Task Force/Think Tank would be convened to review the recommendations of Cook Ross and determine how best to execute the recommendations. There will be further dialogue in the coming months.

## **B Report of Executive Director**

Executive Director Mike Blakeslee highlighted, as requested by the NEB, a few items from the quarterly management report classified by program. Mr. Blakeslee noted all reports are provided in the board book for the NEB to review and ask questions or provide comments as needed.

Mr. Blakeslee reviewed the current finances for the board. The Audit Committee has received the audit for review. The board will receive the recommendations from the Audit Committee for the March NEB meeting. Mr. Blakeslee reviewed membership totals by Division and noted there has been movement towards regaining membership numbers, which have been down recently. Outreach material is scheduled to go to potential members in the hopes to drive membership up. Mr. Blakeslee reported the technology problems continue to be addressed by outside vendors and internal staff. Staff will continue to update the board.

Mr. Blakeslee provided a technology update. The board requested a full report of the accounting for all technology spending in the current fiscal year. The report will be provided at the March board meeting.

Mr. Blakeslee provided a legislative update. Mr. Blakeslee noted we are a member of the National Music Council and are currently working with that group on copyright issues in the attempt to create a formula for a simpler process for music teachers and districts to comply with copyright law and avoid litigation. NAFME is working with Senator Jon Tester's (D-MT) office to finalize a Congressional Briefing regarding Music in Our Schools Month (MOSM) to promote the benefits and current status of music education.

## **C Report on NAFME Elections**

Denese Odegaard, Chair of the Nominating Committee, reviewed for the board the election dates: January 14, 2020 the election opens, February 12, 2020 at 11:59 p.m. EASTERN the election closes. Chair Odegaard thanked staff for their hard work to engage members to vote.

**D Report of Eastern Division Nominating Committee**

Approved in the consent agenda. See page 2.

**E Report of Chair, Building Capacity Task Force**

Chair Denese Odegaard has continued receiving suggestions from the Divisions for the Building Capacity Task Force to consider. Chair Odegaard has also received updated financial information on the Building Fund. The committee will meet and Chair Odegaard will provide an update to the board.

**F Report of Chair, Professional Development Committee (PDC)**

Chair Denese Odegaard reviewed the final statistics for the 2019 National Conference. The nine day long tracks were successful. The informance at the end of the first day was captured on video which the committee plans to use for future promotion of the conference. There were 150 more attendees than the previous year. There were 108 total sessions and 58 poster sessions. Feedback from attendees was very positive.

Chair Odegaard provided an update on the 2020 National Conference. There will be three pre-cons, two keynotes, and repeating day long sessions that were popular at the 2019 National Conference. Planning by the committee continues.

Chair Odegaard reviewed the mentor work of the National Teacher Center. A survey has gone out to current mentors and mentees in order to collect data on the program in its second year. This data will help inform the board in their decision making on future funding for this program. Work is continuing with the new SMTE ASPA with a focus on state programs and how to better develop those opportunities.

Chair Odegaard informed the NEB the PDC is continuing to update webinars. The same guidelines will be followed as were used for conference proposals.

**G Report of Chair, Strategic Planning**

President Sanz asked President-Elect Spradley to update the board on strategic planning. President-Elect Spradley reviewed the practice the board has followed in recent history to use internal leaders for this process. While keeping this under consideration, the Executive Committee is reviewing several models that would fit NAFME's needs. The results of the Cook Ross surveys will also impact the strategic plan.

**VII Appointments**

**A NAFME Representative Council by Division**

Approved in the consent agenda. See page 2.

**B Conductors for ANHE Approved List**

Approved in the consent agenda. See page 2.

**C JMTE Editorial Committee**

Approved in the consent agenda. See page 2.

**VIII Old Business**

**A List of 2020 Fall Division Board Meeting Dates**

President Sanz reviewed the dates for the 2020 Fall Division Board Meetings. President Sanz asked the Division Presidents to provide start and end times for the Division meetings to better facilitate planning travel.

**B List of 2018-2020 NEB Meeting Dates**

President Sanz reviewed the dates for the 2018-2020 NEB Meetings.

**C Updating Travel Matrix for 2018-2020, 2020-2022**

President Sanz asked the NEB to provide staff with their upcoming travel to state MEAs to ensure the travel matrix is kept up to date.

**D National Assembly (NASS) 2020**

President Sanz reviewed for the board the planning to date. The dates of NASS 2020 have been detailed for all constituencies that participate. The Division Reception was dropped from the schedule for 2020 to possibly be replaced by Division lunches. The awards ceremony planning is still under consideration with the object of moving some of this activity from Hill Day to other points in the proceedings (possibly at breakfasts). Updates will be provided to the board.

**IX New Business**

**A Discussion of Common Agenda Items**

President Sanz reviewed the current list of topics for the common agenda items. President Sanz requested the board review the current list and prepare to add to it at the March NEB meeting.

- NASS 2020 Division Board Meetings
  - Cook Ross Report Findings
  - Ecosystem Feedback
  - Input for Building Task Force
  
- 2020 Fall Division Board Meetings

**VI Reports (cont.)**

**A Report of Chair, Executive Committee**

President Sanz reviewed the discussion of the board on the dues recommendation for FY 2020-2021.

*IT WAS MOVED BY SPERLING, SECONDED BY WOMACK, AND DEFEATED (THE VOTE BEING SIX AYE AND SEVEN NAY), TO RAISE DUES BY \$1.00 FOR FISCAL YEAR 2020-2021.*

Staff was directed to draft a message to state officials reporting on this motion, and to share that message with the Executive Committee.

**X Adjournment**

*IT WAS MOVED BY HODGSON, SECONDED BY RAIBER, AND CARRIED UNANIMOUSLY TO ADJOURN THE NATIONAL EXECUTIVE BOARD MEETING ON WEDNESDAY, FEBRUARY 5, 2020 AT 8:42 P.M.*

Respectfully Submitted,



Mike Blakeslee, Executive Director

Summary and notes formally taken by Kim Henry, Executive Assistant and Board Liaison



**National Executive Board Agenda  
Wednesday, February 5, 2020  
Virtual Meeting, 7:00pm-9:00pm EASTERN**

- I      Review & Adoption of Agenda
- Confirm Interim Actions
- Approval of the Minutes of the November 5-6, 2019 NEB Meeting      Consent      Page 1-3
  - Approval of the Conductors for All National Honors Ensembles (ANHE)      Consent      Page 1-3
- Confirm the Consent Agenda
- Approval of Eastern Division Nominating Committee      Consent      Page 3  
     Tina Bennett (PA)  
     Michael Brownell (NY)
  - Approval of NAFME Representative Council Appointments by Division      Consent      Page 3
  - Approval of Council on Choral Music Education Proposal for Project Funding      Consent      Page 3
  - Approval of Appointments to the JMTE Editorial Committee      Consent      Page 3
- II      Reports
- A      Report of Chair, Executive Committee
- Update on Executive Director Search      Informational
  - Update on Diversity, Equity, Inclusion and Access
    - Cumulative List of Actions      Informational      Page 4-14
    - Choosing Repertoire      Informational
  - Update on Standards      Informational      Page 15-21
  - Division Updates      Discussion      Page 22-23
  - Dues Recommendation      Action      Page 24
  - Review of Codified Policies as of Dec. 2019      Informational      Appendix A
  - Update on President’s Cabinet Meeting
    - Societies & Councils Points of Contact      Informational      Appendix B
    - Guitar Council Award      Action      Page 25
    - Council on Choral Music Education Proposal for Project Funding      Consent      Page 26-29, C
  - Update on Presidential Task Forces
    - Diversity, Equity, Inclusion and Access      Informational

	○ Repertoire	Informational	
	• Update on President-Elect Task Forces/Think Tank		
	○ Future Leaders	Informational	
	○ Cook Ross Action Items	Informational	
B	Report of Executive Director/CEO		
	• Management Reports		
	• December Monthly Management Report	Informational	Page 30-33
	• Q2 Quarterly Management Report	Informational	Appendix D
	• Financial Report	Informational	Page 34-36
	• Summary of Actions & Follow-up	Informational	Page 37-40
	• Technology Update	Informational	
	• Legislative Update	Informational	Page 41-43
C	Report of the Chair, NAFME Elections	Informational	Page 44
D	Approval of Eastern Nominating Committee	Consent	Page 45-59
E	Report of Chair, Building Capacity Task Force	Informational	Page 60
F	Report of Chair, Professional Development Committee		
	• Review of 2019 Kissimmee National Conference	Informational	Page 61
	• Update on Combined 2020 Conference	Informational	Page 61
	• Update on ANHE	Informational	Page 62-63
	• Mentoring Update	Informational	
G	Report of Chair, Strategic Planning	Informational	Page 64
III	Appointments		
A	NAfME Representative Council by Division	Consent	Page 65-68
B	Conductors for (ANHE) Approved List Appendix E	Consent	Page 69-70,
C	JMTE Editorial Committee	Consent	Page 71-72
IV	Old Business		
A	List of 2020 Fall Division Board Meeting Dates	Informational	Page 73
B	List of 2018-2020 NEB Meeting Dates	Informational	Page 74-77
C	Updating Travel Matrix for 2018-2020, 2020-2022	Informational	Page 78-83
D	National Assembly (NASS) 2020	Informational	Page 84
V	New Business		
A	Discussion of Common Agenda Items	Discussion	Page 85
	• NASS 2020 Division Board Meetings		



- Cook Ross Report Findings
  - Ecosystem Feedback
  - Input for Building Task Force
- 2020 Fall Division Board Meetings