



**DRAFT Minutes  
National Executive Board  
Virtual Meeting  
January 24, 2019 – 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)  
Marc E. Greene, President, Eastern Division (2017-2019)  
John Combs, President, Northwest Division (2017-2019)  
Michael Raiber, President, Southwestern Division (2017-2019)  
Judy Bush, President, North Central Division (2018-2020)  
Dian Eddleman, President, Southern Division (2018-2020)  
Samuel Tsugawa, President, Western Division (2018-2020)  
Scott Sheehan, Immediate Past President, Eastern Division (2017-2019)  
Camille Blackburn, Immediate Past President, Northwest Division (2017-2019)  
Leyla Sanyer, Immediate Past President, North Central Division (2018-2020)  
Sara Womack, Immediate Past President, Southern Division (2018-2020)  
Russ Sperling, Immediate Past President, Western Division (2018-2020)

**II Staff Members Present**

Michael Blakeslee NAFME Executive Director/CEO  
Chris Woodside, NAFME COO  
Kim Henry, NAFME Executive Assistant & Board Liaison  
Adriane Darvishian, Director of Strategic Governance Engagement

**III Observers Present**

Keith Hodgson, President-Elect, Eastern Division (2017-2019)  
Scott Barnes, President-Elect, Northwest Division (2017-2019)  
Mike Quilling, President-Elect, Southwestern Division (2017-2019)  
Karen Salvador, President-Elect, North Central Division (2018-2020)  
Renee Shane-Boyd, President-Elect, Western Division (2018-2020)  
Sonja Williams, President-Elect, Southern Division (2018-2020)

**IV Call to Order**

President Kathleen D. Sanz called the meeting to order at 7:00 p.m. on Thursday, January 24, 2019.

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

*IT WAS MOVED BY SPERLING, SECONDED BY COMBS, AND CARRIED UNANIMOUSLY TO ADOPT THE AGENDA AND CONFIRM THE INTERIM ACTIONS AS PRESENTED WITH FLEXIBILITY AS DIRECTED BY THE PRESIDENT:*

- *CONFIRMED APPROVAL OF THE NAFME MINUTES OF THE NOVEMBER 9-10, 2018 NEB MEETING*
- *APPROVAL OF THE CONDUCTORS FOR THE NAFME ALL-NATIONAL HONORS ENSEMBLES APPROVED LIST*
- *APPROVAL OF NAFME COUNCIL APPOINTMENTS – MEMBERS-AT-LARGE*
  - *COUNCIL FOR GUITAR EDUCATION*                      *MATTHEW NISHIMOTO, RICARDO PAZ*

*IT WAS MOVED AND SECONDED BY THE EXECUTIVE COMMITTEE, AND CARRIED UNANIMOUSLY TO REMOVE THE APPROVAL OF THE NOMINATING COMMITTEE FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION BY THE NEB.*

## VI Reports

### B Report of Executive Director/CEO

Executive Director Mike Blakeslee reviewed for the board the vote in September 2018 directing staff to move forward in the sale of the national headquarters building located at 1806 Robert Fulton Drive, Reston, VA 20191. In order to finalize the sale of the building, the board needs to approve a resolution. The sale is planned to close the first week of February 2019. The proceeds from the sale will be placed in investments, based on the upcoming investment policy to be approved by the board.

*IT WAS MOVED BY EDDLEMAN, SECONDED BY SANYER, AND CARRIED UNANIMOUSLY TO ACCEPT THE RESOLUTION:*

**WHEREAS**, AT A MEETING OF THE COMPANY’S NATIONAL EXECUTIVE BOARD (THE “BOARD”) ON SEPTEMBER 11, 2018, THE COMPANY WAS AUTHORIZED TO ENTER INTO A SALES CONTRACT FOR THE HEADQUARTERS BUILDING LOCATED AT 1806 ROBERT FULTON DRIVE, RESTON, VIRGINIA MORE PARTICULARLY DESCRIBED ON EXHIBIT A ATTACHED HERETO (THE “PROPERTY”) TO YANG MYTHOS USA, INC. D/B/A YMM ARTS (“PURCHASER”) FOR A PURCHASE PRICE OF \$5,525,000, (THE “SALE”) INCLUDING A LEASE-BACK OF APPROXIMATELY 9,642 SQ. FT. OF SPACE (THE “PREMISES”) AT THE BUILDING AT A RATE OF \$19.00 PER SQUARE FOOT FOR THE FIRST YEAR, FOR A TERM OF FIVE YEARS AND THREE MONTHS (THE “LEASE”); AND

**WHEREAS**, AT A MEETING OF THE BOARD ON JANUARY 24, 2019, ALL ACTIONS OF EVERY NATURE TAKEN BY THE COMPANY’S STAFF AND THE BOARD CHAIR IN DECEMBER 2018 TO FINALIZE THE SALE AT A PURCHASE PRICE OF \$5,484,000 WERE RATIFIED AND APPROVED.”

**Now**, THEREFORE, BE IT

- **RESOLVED**, THAT MICHAEL BLAKESLEE, IN HIS CAPACITY AS EXECUTIVE DIRECTOR AND CEO OF THE COMPANY, IS HEREBY AUTHORIZED TO EXECUTE AND DELIVER IN THE NAME OF THE COMPANY ANY AND ALL DOCUMENTS AS MAY BE NECESSARY OR ADVISABLE TO CONSUMMATE THE (I) SALE OF THE PROPERTY, INCLUDING THE DEED CONVEYING THE PROPERTY TO PURCHASER, AND (II) LEASE OF THE PREMISES BY THE COMPANY, INCLUDING THE LEASE FROM PURCHASER, AS LANDLORD.

- **FURTHER RESOLVED, THAT MICHAEL BLAKESLEE, IN HIS CAPACITY AS EXECUTIVE DIRECTOR AND CEO OF THE COMPANY, IS HEREBY AUTHORIZED TO EXECUTE AND DELIVER, ON BEHALF OF THE COMPANY, ANY DOCUMENTS, AGREEMENTS OR PAPERS, AND TO DO ALL THINGS APPROPRIATE OR NECESSARY, IN HIS SOLE DISCRETION, TO EFFECTUATE THE PURPOSES SET FORTH IN THESE RESOLUTIONS; AND THE EXECUTION AND DELIVERY OF SUCH DOCUMENTS, AGREEMENTS, AND PAPERS BY MICHAEL BLAKESLEE SHALL BE CONCLUSIVE EVIDENCE THAT THE SAME HAS BEEN AUTHORIZED BY THESE RESOLUTIONS.**
- **FURTHER RESOLVED, THAT THIS RESOLUTION BE FILED WITH THE ORGANIZATION'S MINUTES.**
- **THIS RESOLUTION WAS ADOPTED BY THE VOTE OF A MAJORITY OF THE VOTING MEMBERS OF THE BOARD OF DIRECTORS OF NAFME ON JANUARY 24, 2019.**

Mr. Blakeslee highlighted, as requested by the NEB, a few items from the consolidated management report by the four strategic objectives. The budget is very close to projections for the past fiscal year, as well as the current fiscal year. A legislative update has been provided to the board in the board book for their review.

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

President Sanz reviewed the previously approved motion of the board in January 2018 to increase dues for FY 2019-2020 by \$2.00. NAFME bylaws allow an increase of up to \$3.00. The board agreed to keep in the place the approved dues increase of \$2.00 for FY 2019-2020.

President Sanz led a review of the current work on Diversity, Equity, Inclusion and Access, and the Standards. Staff has provided reports for these activities.

President Sanz reviewed for the board the discussions with the consulting firm Cook Ross, following up on the motion from the November 2018 NEB meeting for President Sanz and staff to provide information to Cook Ross in order to obtain a proposal from the firm to work with NAFME on systems-level interventions by driving inclusive leadership and culture. The proposal outlines three phases NAFME could participate in including current assessment, strategic planning and education. The board decided to move forward on the proposal from Cook Ross, beginning with Phase 1. Further work with Cook Ross will be determined after Phase 1 is complete. The board directed the Executive Committee, President of the Southwestern Division, Michael Raiber, and staff, to finalize contract negotiations with Cook Ross on Phase 1. The Executive Committee will report to the board when these negotiations are final.

President Sanz introduced a new agenda item to the board. Division updates will now be included in the Report of the Chair of the Executive Committee. This will provide an opportunity to the Division Presidents to bring forward items the Divisions have requested be addressed by the Executive Committee and the full board.

#### **B Report of Executive Director (cont.)**

Executive Director Mike Blakeslee reviewed for the board the consolidated report provided as Appendix A, as well as the monthly management reports in Appendix B. The legislative update was provided as slides in the board book.

## **C Report on NAFME Elections**

Immediate Past President Odegaard provided an update on the NAFME Elections Committee. The Committee consists of the following members:

- Denese Odegaard, Chair and Immediate Past President, NAFME
- Judy Bush, North Central Division President
- David Fullmer, Western Division, Past Board Member, and Collegiate Advisor
- Bob Frampton, Eastern Division Past Board Member and original Nominating Committee
- Ron Meers, Southern Division, State Executive, past TN President and Nominating Committee
- Mike Raiber, Southwestern President, Nominating Committee twice, and Collegiate Advisor
- Russ Sperling, Western Division Past President

The committee is largely focused on how to engage more members in the entire election process and to increase the number of voters; as well as how to make the process more transparent. Policy changes are still under consideration and the committee will continue to provide updates to the board.

## **D Approval of Nominating Committee**

Immediate Past President Odegaard reviewed this item, originally on the consent agenda but pulled off by the Executive Committee. Immediate Past President Odegaard reviewed the timeline for elections and the guidelines for the National Nominating Committee to the board. There are seven appointees; one from each division and the chair. The requirements are at least one person has served on the NEB, and at least one member is carried over from the previous committee; and this individual may be carried over only once. It was also noted that members of the Nominating Committee at both the Division and National level shall not be considered as candidates for office. A list of ineligible and eligible individuals was provided to the NEB to guide their thinking prior to the January 2019 NEB meeting.

*IT WAS MOVED BY COMBS, SECONDED BY GREENE, AND CARRIED UNANIMOUSLY TO APPROVE THE FOLLOWING INDIVIDUALS TO THE NATIONAL NOMINATING COMMITTEE:*

- *FOR SOUTHERN DIVISION: PATTI FOY, SC*
- *FOR WESTERN DIVISION: SCOTT HEDGECOCK, CA*
- *FOR EASTERN DIVISION: MICHAEL BROWNELL, NY*
- *FOR NORTH CENTRAL DIVISION: LANCE NIELSEN, NE*
- *FOR SOUTHWESTERN DIVISION: MARTHA GABEL, KS*
- *FOR NORTHWEST DIVISION: MARK LANE, WA*
- *CHAIR: DENESE ODEGAARD, IMMEDIATE PAST PRESIDENT*

## **E Report of Chair, Professional Development Committee**

Professional Development Chair Denese Odegaard provided an update on the planning for the 2019 National Conference. The conference title is, “Amplify the Future of Music: Opening Doors for All Students”. The submission deadline was extended from Feb. 1 to Feb. 10, 2019. Chair Odegaard will continue to work with the Committee, and report back to the NEB.

Chair Odegaard provided an update on the 2020 combined conference. The Committee is looking back at “Vision 2020” with the use of a facilitator, working toward melding the K12 and research communities and how they can best work together.

Professional Development Chair Odegaard provided an update on mentoring. Work on the survey continues with Erin Zaffini of Kings College and the SMTE New Teacher ASPA. A decision on whether to move forward with the mentoring program will occur in March, for planning purposes. The survey results will not be back, yet a plan can be made to pre-survey the participants, as well as use data artifacts that have been collected throughout the time of the pilot program. Chair Odegaard will continue to update the board.

ANHE Chair Scott Sheehan provided an update on the 2018 All National Honors Ensembles event. The event was considered successful based on initial feedback from each group that participated. Mr. Sheehan also detailed receiving interesting perspectives from the ensembles on how standards are being realized. Mr. Sheehan reviewed the current planning for the 2019 ANHE. The conductors are all lined up. The site goes live February 1, 2019. Staff is waiting for proposals from Disney and Universal theme parks for the 2019 and 2020 ANHE. The board discussed the proposal to add Modern Band to the ensembles and to enter into a sponsorship with Little Kids Rock for the Modern Band ensemble for 2019.

*IT WAS MOVED BY RAIBER, SECONDED BY WOMACK, AND CARRIED UNANIMOUSLY TO APPROVE CHANGES TO NAFME CODIFIED POLICY IV.A.001, AS NECESSARY TO ALLOW FOR THE INCLUSION OF AN ALL-NATIONAL MODERN BAND ENSEMBLE, WITH THE DETAILS OF THAT CHANGE PROVIDED BY THE EXECUTIVE COMMITTEE.*

## **VII Appointments**

### **A Conductors for ANHE Approved List**

Approved in the consent agenda. See page 2.

### **B Council Appointments – Members-At-Large**

Approved in the consent agenda. See page 2.

## **VIII Old Business**

### **A List of 2019 Fall Division Board Meeting Dates**

President Sanz reviewed the dates for the 2019 Fall Division Board Meetings. Staff will be providing the Division Presidents with materials via PowerPoint on programs and advocacy from the national office. Division Presidents can use this material at the Division Board Meetings and the state MEA meetings if it is helpful with their planned presentations.

**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**

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

**D Policy on Executive Director Evaluation**

President Sanz informed the board that the Executive Committee, with staff, is reviewing the current policy related to the evaluation of the Executive Director following the NEB confirmed motion from the November 9-10, 2018 NEB meeting. An update will be provided at the March 29-30, 2019 NEB Meeting in Reston, VA.

**E NASS 2019**

President Sanz reviewed the 2019 NASS dates and location in Washington, DC. The Executive Committee will meet following the NEB meeting to further discuss the content for the NASS meeting. An update will be provided at the March 29-30, 2019 NEB Meeting in Reston, VA.

**IX New Business**

**A Discussion of Common Agenda Items**

- NASS 2019 Division Board Meetings
- 2019 Fall Division Board Meetings

President Sanz requested the Division Presidents consider topics for these two division board meeting times and be prepared to further discuss and finalize at the March 29-30, 2019 NEB Meeting in Reston, VA. Staff will then assist the Division Presidents with any materials in preparation for these division meetings.

**X Adjournment**

*IT WAS MOVED BY SHEEHAN, SECONDED BY SANYER, AND CARRIED UNANIMOUSLY TO ADJOURN THE NATIONAL EXECUTIVE BOARD MEETING ON THURSDAY, JANUARY 24, 2019 AT 8:31 P.M.*

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Mike Blakeslee". The signature is fluid and cursive, with the first name "Mike" and last name "Blakeslee" clearly distinguishable.

Mike Blakeslee, Executive Director/CEO and CEO

Summary and notes formally taken by Kim Henry, Executive Assistant to the Executive Director/CEO.



**National Executive Board Agenda  
Virtual Meeting  
January 24, 2019 – 5:00pm-7:00pm Eastern Time**

I	Review & Adoption of Agenda		
	Confirm Interim Actions		
	• Approval Minutes of the November 9-10, 2018 NEB Meeting	Consent	Page 1-3
	Confirm the Consent Agenda		
	• Approval of Nominating Committee	Consent	
	• Approval of the Conductors for All National Honors Ensemble (ANHE) Approved List	Consent	
	• Approval of NAFME Council Appointments – Members-At-Large	Consent	
II	Executive Session		
	• Financial, Budget, Personnel, and Program Development Issues	Discussion	Page 4
III	Reports		
	A Report of Chair, Executive Committee		
	• Dues Recommendation	Action	Page 5
	• Update on Diversity, Equity, Inclusion and Access	Discussion	Pages 6-10
	• Update on Standards	Informational	Pages 11-14
	• Division Updates	Informational	
	B Report of Executive Director/CEO		
	• Management Reports		Page 15
	• Consolidated Report (Appendix A)	Informational	
	• November, December Monthly Management Reports (Appendix B)	Informational	
	• Summary of Actions & Follow-up	Informational	Pages 16-20
	• Data Requested by NEB (Appendix C)	Informational	
	• Financial Reports & Budget Update	Informational	Pages 21-23
	• Comparative Membership Report	Informational	Page 24
	• Government Relations/Legislative Update	Informational	Pages 25-27
	• Building Update	Informational	
	C Report on NAFME Elections		
	• Committee on Elections & Campaigning Update	Informational	Pages 28-29



	D	Approval of Nominating Committee	Consent	Pages 30-32
	E	Report of Chair, Professional Development Committee		
		• Review of 2018 Grapevine National Conference	Informational	Page 33
		• Update on 2019 Kissimmee National Conference	Informational	Page 33
		• Update on Combined 2020 Conference	Informational	Page 33
		• Update on ANHE	Action	Page 34-
		41		
		• Mentoring Update	Informational	
IV		Appointments		
	A	Conductors for ANHE Approved List	Consent	Pages 42-47
	B	Approval of NAFME Council Appointments –	Consent	Pages
48-50		Members-At-Large		
V		Old Business		
	A	List of 2019 Fall Division Board Meeting Dates	Informational	Page 51
	B	List of 2018-2020 NEB Meeting Dates	Informational	Pages 52-55
	C	Updating Travel Matrix for 2018-2020	Informational	Pages 56-60
	D	Policy on Executive Director Evaluation	Informational	Page 61
	E	National Assembly (NASS) 2019	Discussion	Pages 62
VI		New Business		
	A	Discussion of Common Agenda Items		
		• NASS 2019 Division Board Meetings	Discussion	Page 63
		• 2019 Fall Division Board Meetings	Discussion	Page 63