



APPROVED Minutes
National Executive Board
Virtual Meeting
March 20, 2020 – 11:00 am – 4:00 pm EST
March 21, 2020 – 11:00 am – 2:00 pm 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)
Leyla Sanyer, Immediate Past President, North Central Division (2018-2020)
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

Christopher Woodside, NAFME Chief Operating Officer
Chaudlier Moore, NAFME Chief Financial Officer
Adriane Darvishian, NAFME Director of Strategic Governance Engagement (Sessions I, II)
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)
Anne Dawson, President-Elect, Southwestern Division (2019-2021)
Renee Shane-Boyd, President-Elect, Western Division (2018-2020)

IV Guests

Scott Sheehan, Chair, All National Honors Ensembles

Session I, Friday Morning, March 20, 2020

V Call to Order

President Kathleen D. Sanz called the meeting to order at 11:00 a.m. on Friday March 20, 2020.

VI Review and Adoption of Agenda (Appendix A)

IT WAS MOVED BY HODGSON, SECONDED BY WOMACK, AND CARRIED UNANIMOUSLY TO ADOPT THE AGENDA, WITH FLEXIBILITY AS DIRECTED BY THE PRESIDENT; AND TO CONFIRM THE INTERIM ACTIONS AS PRESENTED:

- *CONFIRMED APPROVAL OF THE NAFME MINUTES OF THE FEBRUARY 5, 2020 NEB MEETING*

VII Reports

A Report of Chair, Executive Committee

President Sanz asked Immediate Past President Denese Odegaard to provide an update on the NAFME Executive Director search. Immediate Past President Odegaard informed the board of the current search parameters, the strong applicant pool, and the continued communication between the search firm and search committee throughout the process. The search process is currently on-going.

The past year audit, prepared by Tate & Tryon, was presented.

IT WAS MOVED AND SECONDED BY THE EXECUTIVE COMMITTEE AT THE SUGGESTION OF THE AUDIT COMMITTEE, AND CARRIED UNANIMOUSLY, TO ACCEPT THE AUDITOR'S REPORT, AND FILE THE NAFME FY 2018 AUDIT REPORT IN ACCORDANCE WITH BOARD POLICY AS PRESENTED.

President Sanz informed the board they would review the 990 tax form for NAFME immediately following the board meeting. The board would have an opportunity to request further information for ten days before the 990 was publicly posted.

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

IT WAS MOVED BY BARNES, SECONDED BY HODGSON, AND CARRIED UNANIMOUSLY, TO SUSPEND ROBERT'S RULES OF ORDER FOR OPEN DISCUSSION.

President Sanz led a review of division updates that included discussion of the state responses to COVID-19, the global pandemic also known as coronavirus. This discussion included an update of which state conferences and all state ensembles had been cancelled or were in the process of being cancelled. There was great demand for a response from NAFME that would provide guidance and resources to state leaders and state Music Education Associations (MEAs) for conference cancellation decisions and assistance for members across the country. It was determined the board would work with staff and the societies and councils to solicit resources from members and to share those among the membership.

President Sanz recessed the NEB at 12:30 p.m. for lunch. Following the lunch recess, the meeting was called back to order at 1:00 p.m.

Session II, Friday Afternoon, March 20, 2020

A Report of Chair, Executive Committee (cont.)

IT WAS MOVED BY SANYER, SECONDED BY RAIBER, AND CARRIED UNANIMOUSLY, TO RESUME OBSERVANCE OF ROBERT'S RULES OF ORDER FOR THE BOARD MEETING.

President Sanz provided an update on the Diversity Officer job description. The board would have an opportunity to review the job description after it was further vetted by the Executive Committee.

B Report of Executive Director

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

President Sanz noted all reports are provided in the board book for the NEB to review and ask questions or provide comments as needed.

Chief Financial Officer Chaudlier Moore reviewed the current finances for the board. The board discussed inquiries and requests in preparation for the upcoming Finance Committee meeting in April 2020. Staff will prepare for the Finance Committee meeting in response to these inquiries.

President Sanz provided a technology update. After review of the current situation with technology, the Executive Committee will revisit this issue with the board and provide recommendations for moving forward. The board will continue to be informed through this process.

President Sanz reviewed the NAFME 2020 election results for the board. The board discussed the success of the changes in policy of communications from the candidates made before this recent election and the positive impact of that change in 2020. The board provided feedback on how to improve upon that for the next election year, 2021.

C Report of Chair, Building Capacity Task Force

Denese Odegaard, Chair of the Building Capacity Task Force, informed the board that the Finance Committee would be discussing the work of the task force once the funding stream was identified for this work. The board will be kept informed of this information.

D Report of Chair, Professional Development Committee (PDC)

Chair Denese Odegaard reviewed the mentor work of the National Teacher Center. Chair Odegaard provided the survey results from the survey given to the mentees in the fall of 2019. The board discussed the success of the program and decision to continue

and expand the existing program. Chair Odegaard presented a budget to the board for continuation of the program.

IT WAS MOVED BY HODGSON, SECONDED BY SPERLING, AND CARRIED, RAIBER OPPOSED, TO APPROVE THE COST TO AN UNLIMITED NUMBER OF MENTORS AT THE COST OF \$45,800.00 IF THE BUDGET IS AVAILABLE.

Chair Odegaard informed the board of the work of the committee on the COVID-19 resources page and other materials that would be helpful to the membership and the field. Chair Odegaard would continue to work with staff on maintaining the resources page as more information was processed from the societies and councils, corporate partners, and the field.

Chair Odegaard provided an update on the 2020 National Conference. Sessions for K-12 have been selected. Higher ed sessions are to be scheduled next. Confirmed plenary speakers include Dr. Marie McCarthy, Dr. Cliff Madsen (Vision 2020 retrospective) and Dr. Eileen Hayes (future of music, current president of the College Music Society). The day long tracks have been scheduled.

Chair of the All National Honors Ensembles (ANHE) Scott Sheehan informed the board of the suggestion to change the timeline for all due dates for ANHE. This change in timeline would allow the students to still apply to ANHE while acknowledging the current situation due to COVID-19. Currently, some schools across the country are closed for the remainder of the school year and state All National competitions have been cancelled across the country. Therefore, the selection criteria will need to adjust so the national office can best assist the state MEAs through the application and selection process and the ANHE event can still take place at the NAFME November 2020 conference. The board agreed the timeline should change and this should be communicated to state leaders as soon as possible.

E Report of Chair, Strategic Planning

President Sanz asked President-Elect Spradley to update the board on strategic planning. President-Elect Spradley confirmed plans to use internal leaders for this process. The Executive Committee continues to review models that would fit NAFME's needs. The results of the Cook Ross surveys will also impact the strategic plan. A portion of this work will occur at National Assembly.

F Report of NEB Liaisons

President Sanz asked the board liaisons to provide any points for discussion that have been brought to them from the Societies and Councils. The NEB Liaisons provided further details of the information included in their written reports.

President Sanz recessed the National Executive Board at 3:58 p.m. to reconvene at 11:00 a.m. on Saturday, March 21, 2020.

Session III, Saturday Morning, March 21, 2020

VIII Reports (cont.)

A Report of Chair, Executive Committee (cont.)

IT WAS MOVED BY QUILLING, SECONDED BY HODGSON, AND CARRIED UNANIMOUSLY, TO SUSPEND ROBERT'S RULES OF ORDER FOR OPEN DISCUSSION.

President Sanz led a discussion of COVID-19 updates that had occurred overnight. Division Presidents provided updates from their states and places of business.

IT WAS MOVED BY TSUGAWA, SECONDED BY GREENE, AND CARRIED UNANIMOUSLY, TO RESUME OBSERVANCE OF ROBERT'S RULES OF ORDER FOR THE BOARD MEETING.

IX Old Business

A List of 2020 Fall Division Board Meeting Dates

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

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, 2020-2022 NEB Meeting Dates

President Sanz reviewed the dates for the 2018-2020 and 2020-2022 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. New language regarding COVID-19 was placed on the NASS registration page so state leaders are aware the board is keeping this in mind while continuing to plan for NASS. President-Elect Spradley outlined her current intentions for content for NASS that would include working with the board, Division Presidents, and state leaders. Updates will be provided to the board.

X 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 over the coming weeks.

- NASS 2020 Division Board Meetings
 - Cook Ross Report Findings
 - Ecosystem Feedback

- 2020 Fall Division Board Meetings

XI Adjournment

IT WAS MOVED BY GREENE, SECONDED BY BARNES, AND CARRIED UNANIMOUSLY TO ADJOURN THE NATIONAL EXECUTIVE BOARD MEETING ON SATURDAY, MARCH 21, 2020 AT 12:40 P.M.



National Executive Board Agenda
Friday, March 20, 2020 – 11:00am-4:00pm EASTERN
Saturday, March 21, 2020 – 11:00am-2:00pm EASTERN
Virtual Meeting

I	Review & Adoption of Agenda Confirm Interim Actions		
	<ul style="list-style-type: none"> • Approval of the Minutes of the Feb. 5, 2020 NEB Meeting 	Consent	Page 1-3
II	Reports		
	A Report of Chair, Executive Committee		
	<ul style="list-style-type: none"> • Executive Director Search • NAFME Audit & 990 • Update on Diversity, Equity, Inclusion and Access <ul style="list-style-type: none"> ○ Cumulative List of Actions ○ Report on Cook Ross Initiative ○ Choosing Repertoire • Update on Standards • Division Updates • NAFME Diversity Officer Job Description 	Informational Action Informational Informational Informational Discussion Informational	Page 4 Appendix A1-3, p. 5 Page 6-16 Page 17-24
	B Report of Executive Director/CEO		
	<ul style="list-style-type: none"> • Management Report <ul style="list-style-type: none"> • February Monthly Management Report • Financial Reports • Summary of Actions & Follow-up • Comparative Reports • Legislative Update • Technology Update • NAFME Elections Division Statistics 	Informational Informational Informational Informational Informational Informational	Page 25-30 Page 31-33 Page 34-37 Page 38-39 Page 40-42 Page 43-45
	C Report of Chair, Building Capacity Task Force	Informational	Page 46
	D Report of Chair, Professional Development Committee		
	<ul style="list-style-type: none"> • Update on Combined 2020 Conference • Update on ANHE • Mentoring Update 	Informational Action Informational	Page 47 Page 47 Page 47

	E	Report of Chair, Strategic Planning	Informational	Page 48
	F	Report of NEB Liaisons	Informational	Appendix B Page 49-57
III		Old Business		
	A	List of 2020 Fall Division Board Meeting Dates	Informational	Page 58
	B	List of 2018-2020, 2020-2022 NEB Meeting Dates	Informational	Page 59-64
	C	Updating Travel Matrix for 2018-2020, 2020-2022	Informational	Page 65-70
	D	National Assembly (NASS) 2020	Discussion	Page 71
IV		New Business		
	A	NASS & Fall 2020 Division Common Agenda Items	Discussion	Page 72
		○ Cook Ross Report Findings		
		○ Ecosystem Feedback		