



**APPROVED Minutes  
National Executive Board  
Virtual Meeting  
May 21, 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)  
Leyla Sanyer, Immediate Past President, North Central Division (2018-2020)  
Tricia Kidd, Immediate Past President, Southwestern Division (2017-2019)  
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  
Chris Woodside, NAFME COO  
Chaudlier Moore, NAFME CFO  
Adriane Darvishian, NAFME Director of Strategic Governance Engagement  
Kim Henry, NAFME Executive Assistant & Board Liaison

**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)

**IV Call to Order**

President Kathleen D. Sanz called the meeting to order at 7:05 p.m. on Tuesday, May 21, 2019.

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

*IT WAS MOVED BY KIDD, SECONDED BY BUSH, AND CARRIED, SHEEHAN ABSTAINING, 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 MARCH 29-30, 2019 NEB MEETING*
- *APPROVAL OF THE VARIANCE TO ALLOW TWO CANDIDATES TO BE PRESENTED AT THE NATIONAL ASSEMBLY*
- *APPROVAL OF THE INTERIM CHAIR TO THE COUNCIL OF STATE EDITORS*

## **VI Reports**

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

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

President Sanz provided a review of the Finance Committee Meeting on April 28, 2019. The Finance Committee reviewed the variances in the approved two year budget before the budget enters its second year. The board discussed the particular variances and how those would be handled within the budget planning for the specified programs effected.

President Sanz led a discussion of the conversations to date with the consulting firm Cook Ross. The next step in these conversations is for the Executive Committee, with Southwestern Division President Michael Raiber, to speak with Cook Ross on a conference call to further discuss the work Cook Ross will conduct at National Assembly, the timeline going forward for this project, and messaging the goals of the project to the membership.

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

President Sanz led a discussion of division updates that included reports from each Division President. There will be further discussion in subsequent NEB meetings.

- Southwestern Division – Division President Michael Raiber reported that the Southwestern Collegiate Summit exceeded its planned number of attendees in the first year for the event.
- Eastern Division – Division President Marc Greene reported that the Eastern Division did accept a proposal for the 2023 Division meeting to take place in Rochester, NY. NEB approval will be requested at the June NEB meeting.
- North Central Division – Division President Judy Bush reported that details were being finalized for the upcoming Fall Division Meeting in Minneapolis. Also, all Council nominations have been submitted.
- Western Division – Division President Samuel Tsugawa reported on the upcoming Western Leadership Meeting in Las Vegas, NV. President Sanz will attend, as well as Western Division Immediate Past President Russ Sperling. This conference is focused on governance and leadership development for the states in the Division.

- Southern Division – Division President Dian Eddleman continues to work with the Louisiana (LA) MEA to build a connection with the Division and National office. LA MEA has invited leadership to attend their state conference in August 2019, and LA MEA is working with the National office to secure their attendance at National Assembly.
- Northwest Division – Division President John Combs reported continued work to finalize the agenda for the Division Meeting in October 2019. President-Elect Scott Barnes is beginning work on Division Meeting agenda and details for 2021.

President Sanz reviewed the previous conversation the NEB had on the Engagements with Commercial Partners policy. It was confirmed these revisions would amend three separate policies, including the partnerships policy, the advertising policy, and the sponsorships policy, if approved. The NEB also discussed changing the wording of the suggested revisions. It was agreed that this dialogue would continue at the June NEB meeting.

#### **B Report of Executive Director**

Executive Director Mike Blakeslee highlighted, as requested by the NEB, a few items from the consolidated management report classified by the four strategic objectives. 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 for the NEB the membership campaign plan and cadence. The NEB discussed further review of the membership campaign plan and timeline. The Division Presidents determined they would need further information in order to discuss this topic at their Division Board Meetings at National Assembly.

#### **C Report on NAFME Elections**

Eastern Division Immediate Past President Scott Sheehan recused himself at 7:48 p.m. and returned to the NEB meeting at 8:00 p.m.

Immediate Past President Denese Odegard provided an update on the NAFME Nominating Committee. The Committee finalized the timing, number of questions, and final questions the Presidential candidates would follow and answer. A call for questions was put out to the general membership before the final questions were decided. A second call for questions will be requested prior to the town hall to take place at the National Conference in November 2019 .

#### **D Report of Position Statement Committee**

President-Elect Mackie V. Spradley lead the discussion about the work of the Committee. The Committee has focused on updating three existing position statements to fit into the current format, as well as updating the language and format of the Sacred Music in Schools Position Statement. President Sanz informed the board that the National Assembly breakouts will provide an opportunity for further discussion on topics covered by the existing Position Statements and conversations that will guide the

thought process on other topics important to the Association that the Position Statement Committee has also begun to touch on in their continuing work.

The NEB requested a summary of this work be provided for the Division Meetings common agenda.

#### **E Report of Chair, Professional Development Committee (PDC)**

Professional Development Chair, Denese Odegaard provided an update of the 2019 and 2020 annual National Conferences in Kissimmee, FL. Members of the PDC attended a site visit to walk through each event at both National Conferences in order to finalize the details for 2019 and continue to work on the details and messaging for 2020.

The PDC will next review webinar procedures, review the current webinars to date, and solicit areas of need.

Co-Chair Michael Raiber provided an update on the 2020 combined conference. The conference is titled, "Conference 2020: Bringing the Future into Focus." Proposal submission opened on March 15, 2019. The deadline is June 17, 2019, and acceptance notices will be distributed on August 15, 2019. The 2020 call for proposals is for research and K-12 educators who want to conduct research and co-present at the 2020 conference. The review committees are currently being developed to expedite the process to notify the K20 collaborations to begin their research.

ANHE Chair Scott Sheehan provided an update on the 2019 All National Honors Ensembles event. The application deadline was May 3, 2019. Mr. Sheehan thanked the Division Presidents for encouraging their state leaders to have their students apply, particularly for the new guitar and modern band ensembles.

Mr. Sheehan reviewed the current status of the research into multiple locations for the 2022 ANHE event. The NEB was provided with a list of those venue possibilities that the NAFME conference vendor found to be feasible for the 2022 ANHE event. The NEB used this information to discuss the best possible date and location for this event while considering the best option to enable members to participate.

*IT WAS MOVED BY SPERLING, SECONDED BY KIDD, AND CARRIED UNANIMOUSLY, TO HOLD THE ALL NATIONAL HONORS ENSEMBLES (ANHE) IN SAN DIEGO, CA IN JANUARY 2022.*

The board noted that this places one ANHE event in each school year, 2021-2022 and 2022-2023.

Chair Odegaard provided an update on the mentoring program. Chair Odegaard reviewed the existing mentoring proposal from SMTE. Chair Odegaard had further conversation with the leaders of SMTE following the feedback from the board in the March 2019 NEB meeting. The leaders of SMTE provided responses to the questions the board asked regarding their proposal.

*IT WAS MOVED BY RAIBER, SECONDED BY WOMACK, AND CARRIED UNANIMOUSLY, TO MOVE FORWARD WITH THE SMTE PROGRAM UNDER THE BUDGET PROVIDED.*

## **VII Appointments**

### **A Approval of Interim Chair to the Council of State Editors**

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 provide the Division Presidents with materials on programs and advocacy from the national office. Division Presidents may use this material at the Division Board Meetings and the state MEA 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**

President Sanz asked the NEB to provide their upcoming travel to state MEAs to ensure the travel matrix is kept current.

### **D National Assembly 2019**

President Sanz informed the board of her ongoing discussions with the Chairs of the Societies and Councils and their role at National Assembly. The Chairs will be working together to lead breakout sessions at National Assembly. President Sanz will continue to update the board as plans are finalized.

President Sanz led a review of the draft schedule for the week of National Assembly. The Division Presidents requested a Division Reception with space for each division and food and beverages options. Staff will work to provide Division Presidents with options and a process for payment by the Divisions for these receptions.

## **IX New Business**

### **A Discussion of Common Agenda Items**

President Sanz reviewed the NEB current list of items for the Division Meeting Common Agenda for National Assembly 2019 and Fall Division Board Meetings:

- Collegiate Voting

- Task Force on Investments
- Update on Position Statements Committee work
- Determine representation from the Divisions on the Societies and Councils
- Explanation of the Cook Ross work
  - Staff to create a white page/paper that contains information for leaders on the history of this work, the goal(s) of this work, and next steps
- Changes to the Election Policy
- Internal Communications Policy Language
- Information regarding ANHE beyond 2022
- Value of NAFME and what we do as an association
- Technology Update

The NEB asked for this agenda to be sent to Division Presidents in advance of the Division Meetings at National Assembly. President Sanz asked the board to consider any other topics they would like to add and send those suggestions for further discussion at the June NEB Meeting.

**B Report of Building Capacity Task Force**

Immediate Past President Odegaard reviewed for the NEB the documents that the Task Force created to provide to the National Assembly attendees. These documents will explain in more detail the sale of the building and plan for those funds that will provide assistance to the states through future programs. Chair Odegaard requested the NEB review these documents and provide any further feedback before they are distributed at National Assembly and further dialogue is planned for the Division Meetings at National Assembly.

**X Adjournment**

*IT WAS MOVED BY GREENE, SECONDED BY BUSH, AND CARRIED UNANIMOUSLY TO ADJOURN THE NATIONAL EXECUTIVE BOARD MEETING ON TUESDAY, MAY 21, 2019 AT 8:53 P.M.*

Respectfully Submitted,



Mike Blakeslee, Executive Director

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



**National Executive Board Agenda  
 Tuesday, May 21, 2019  
 Virtual Meeting, 7:00pm-9:00pm EASTERN**

I	Review & Adoption of Agenda			
	Confirm Interim Actions			
	<ul style="list-style-type: none"> <li>• Approval Minutes of the March 29-30, 2019 NEB Meeting</li> <li>• Approval of the variance to allow two candidates to be presented to the National Assembly</li> </ul>	Consent	Consent	Page 1-3
	Confirm the Consent Agenda			
	<ul style="list-style-type: none"> <li>• Approval of Interim Chair to the Council of State Editors</li> </ul>	Consent		
II	Reports			
	A Report of Chair, Executive Committee			
	<ul style="list-style-type: none"> <li>• Update on Finance Committee Meeting</li> <li>• Update on Diversity, Equity, Inclusion and Access               <ul style="list-style-type: none"> <li>○ Cumulative List of Actions</li> <li>○ Report on Cook Ross Work</li> </ul> </li> <li>• Update on Standards</li> <li>• Division Updates</li> <li>• Policies               <ul style="list-style-type: none"> <li>○ Commercial Partners (Addendum A)</li> </ul> </li> </ul>	Informational Discussion  Informational Discussion  Discussion		Pages 4-11  Pages 12-16
	B Report of Executive Director/CEO			
	<ul style="list-style-type: none"> <li>• Management Reports               <ul style="list-style-type: none"> <li>• March, April Monthly Management Reports (Addendum B)</li> </ul> </li> <li>• Summary of Actions &amp; Follow-up</li> <li>• Financial Reports &amp; Budget Update (Addendum C)</li> <li>• Comparative Membership Report</li> <li>• Amplify &amp; Membership Statistics</li> <li>• Government Relations/Legislative Update</li> <li>• Technology Update</li> <li>• Membership Campaign Plan &amp; Cadence</li> </ul>	Informational Informational Informational Informational Informational Informational Informational		Pages 17-20 Pages 21 Pages 22-24 Pages 25-26 Pages 27-28
	C Report on NAfME Elections			
	<ul style="list-style-type: none"> <li>• Committee on Elections &amp; Campaigning Update</li> <li>• National Nominating Committee Update</li> </ul>	Informational		Pages 29-30
	D Report of Chair, Position Statement Committee		Informational	Page 31
	E Report of Chair, Professional Development Committee			

	• Update on 2019 Kissimmee National Conference	Informational	Page 32
	• Update on Combined 2020 Conference	Informational	
	• Update on ANHE		
	○ Site for 2021/2022 year	Action	Page 33-36
	• Mentoring Update	Informational	
	○ SMTE (Supporting Beginning Music Teachers ASPA) Mentoring Proposal	Action	Pages 37-40
	• Options for Future Events	Discussion	
III	Appointments		
	A Approval of Interim Chair to the Council of State Editors	Consent	Page 41-42
IV	Old Business		
	A List of 2019 Fall Division Board Meeting Dates	Informational	Page 43
	B List of 2018-2020 NEB Meeting Dates	Informational	Pages 44-47
	C Updating Travel Matrix for 2018-2020	Informational	Pages 48-52
	D National Assembly (NASS) 2019	Discussion	Pages 53-59
V	New Business		
	A Discussion of Common Agenda Items		
	• NASS 2019 Division Board Meetings	Discussion	Page 60
	• 2019 Fall Division Board Meetings	Discussion	
	B Report of Building Capacity Task Force (Addendum D)	Informational	Page 61