



**APPROVED Minutes
National Executive Board
November 5-6, 2019
Kissimmee, FL**

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)
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
Chaudlier Moore, NAFME Chief Financial Officer
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 Present

Allyson Robinson, Portfolio Lead, Cook Ross (Retreat Time)
Scott Sheehan, Chair, ANHE (Retreat Time)

Session I, Tuesday Morning, November 5, 2019

V Call to Order

President Kathleen D. Sanz called the meeting to order at 8:30 a.m. on Tuesday, November 5, 2019 in the Orange Blossom Meeting Room, Gaylord Palms, Kissimmee, FL.

VI Review and Adoption of Agenda (Appendix A)

IT WAS MOVED BY COMBS, SECONDED BY HODGSON, AND CARRIED UNANIMOUSLY TO ADOPT THE AGENDA, INCLUDING THE CONSENT AGENDA, WITH FLEXIBILITY AS DIRECTED BY THE PRESIDENT:

- *CONFIRMED APPROVAL OF THE NAFME MINUTES OF THE SEPTEMBER 24, 2019 NEB MEETING*

IT WAS MOVED BY TSUGAWA, SECONDED BY HODGSON, AND CARRIED UNANIMOUSLY TO REMOVE THE APPROVAL OF THE NAFME REPRESENTATIVE COUNCIL APPOINTMENTS BY DIVISION FROM THE CONSENT AGENDA.

IT WAS MOVED BY RAIBER, SECONDED BY BUSH, AND CARRIED UNANIMOUSLY TO APPROVE THE ADDITIONS TO THE POLICY ON COUNCILS ALLOWING FOR AWARDS.

VII Executive Session

WITHOUT OBJECTION, IT WAS CARRIED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 8:47 A.M.

WITHOUT OBJECTION, IT WAS CARRIED UNANIMOUSLY TO RETURN TO REGULAR SESSION AT 9:07 A.M.

The Board returned from Executive Session and reported out that it had discussed financial, budget, personnel, and program development issues.

The National Executive Board went back into regular session at 9:07 a.m.

VIII Reports

A Report of Chair, Executive Committee

IT WAS MOVED BY ODEGAARD, SECONDED BY QUILLING, 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 reminded the board a Cook Ross representative would be available for a dialogue about the Cook Ross Report the following day.

President Sanz led a discussion of choosing repertoire around the themes of diversity, equity, inclusion, and access. President Sanz has begun conversations with Dr. Connie McKoy, Professor and Director of Undergraduate Studies in the UNCG School of Music, to facilitate symposium or other event on this topic. President Sanz has also begun dialogue with the President's Cabinet members for their input.

IT WAS MOVED BY SANYER, SECONDED BY EDDLEMAN, TO DIRECT THE EXECUTIVE COMMITTEE TO MOVE FORWARD WITH DEVELOPING AND CARRYING OUT A PROCESS TO PRODUCE GUIDANCE ON THE DIVERSITY, EQUITY, INCLUSION, AND ACCESS ISSUES SURROUNDING THE SELECTION OF REPERTOIRE USED IN VARIOUS MUSIC EDUCATION SETTINGS.

President Sanz led a further discussion of the board for choosing repertoire. The board agreed to wait until the following day with further dialogue of the Cook Ross report before discussing choosing repertoire in more detail. The board requested to discuss specific outcome(s) of this action, if partner organizations would be involved in this dialogue and which organizations would be included, crafting a motion with further clarity to these questions, and how to apply input from the Cook Ross report to this issue.

IT WAS MOVED BY QUILLING, SECONDED BY EDDLEMAN, AND CARRIED UNANIMOUSLY TO TABLE THE MOTION ON THE SELECTION OF REPERTOIRE UNTIL FURTHER DISCUSSION BY THE BOARD.

President Sanz led a review of division updates that included much discussion of the Societies and Councils of NAFME. This conversation ranged from questions of how the members of the Societies and Councils are chosen and vetted, how to best disseminate the work the Societies and Councils do for NAFME, how to expand the membership and work of the Societies and Councils, as well providing job descriptions and more details of the work commitment to those invited to be on the Societies and Councils. President Sanz plans to review this conversation during the next President's Cabinet meeting and report back to the NEB.

President Sanz led a discussion of a division update from the North Central Division. North Central Division President Judy Bush detailed the upcoming elections for the North Central Division and a recent question posed to the division leadership of equal time for the candidates in the publications of each state. The NEB directed the leadership of the North Central Division to craft questions for the candidates, obtain responses and provide that information to each state publication to be placed for equal time, per policy guidelines on elections. Southern Division President Dian Eddleman brought forth a question from the Southern Division on the ethics for elections policy and requested more clarity in the language of that policy. Nominating Committee Chair Denese Odegaard will work with the Nominating Committee to clarify that language and return it to the NEB for approval. Western Division President Sam Tsugawa provided an update on recent discussions with the leadership in India, a part of the Western Division of NAFME. The leadership in the India MEA is planning to increase membership with a recruitment campaign and more conferences over the next 18-24 months. The India MEA has requested assistance from the Western Division leadership with the planning of this strategy. Western Division President Sam Tsugawa will continue to update the NEB.

President Sanz led a discussion on the proposed NAFME policy changes for:

- Engagements with Commercial Partners

IT WAS MOVED BY QUILLING, SECONDED BY HODGSON, AND CARRIED UNANIMOUSLY TO APPROVE THE CHANGES TO POLICIES REGARDING ENGAGEMENTS WITH COMMERCIAL PARTNERS POLICY AS PRESENTED, ALSO DELETING THE PARAGRAPH REGARDING PROCEDURES 5, C, 1 IN POLICY I.I.001.

- Representatives and Role Based Councils (for awards)

Approved in the consent agenda. See page 2.

- President Release Time Revision to the National President/Board Chair's Leave of Absence from Employer

President Sanz led a review of the President Release Time Revision to the National President/Board Chair's Leave of Absence from Employer policy. President-Elect Mackie V. Spradley excused herself at this time, 11:00 a.m., for the NEB to have discussions about this policy which could affect her presidency. The NEB discussed legal and tax ramifications to the revision in the existing policy. Executive Director Mike Blakeslee explained his discussions with legal counsel.

IT WAS MOVED BY GREENE, SECONDED BY RAIBER, AND CARRIED, SPRADLEY ABSTAINED, TO APPROVE THE I.A.003 NATIONAL PRESIDENT/BOARD CHAIR'S LEAVE OF ABSENCE FROM EMPLOYER POLICY AS PRESENTED.

- Collegiate Voting

President Sanz reviewed the current discussions on the proposed bylaw changes for Collegiate membership. This topic has been discussed throughout the past twelve months, as well as at each Division Meeting to date and the feedback has been taken into consideration. There are two questions before the board regarding Collegiate membership:

1. Eligibility: Collegiate membership shall be open to music students in teacher education programs or related programs at the college or university level who are not employed full time as teachers.

IT WAS MOVED BY SPERLING, SECONDED BY GREENE, AND CARRIED UNANIMOUSLY, TO PRESENT THE PROPOSED CHANGE TO NAFME BYLAW SECTION 4, A AS PRESENTED TO THE MEMBERSHIP FOR APPROVAL.

2. Privileges: Collegiate chapter members shall have the same privileges as active members except the right to hold elective office.

IT WAS MOVED BY SANYER, SECONDED BY RAIBER, AND CARRIED 9 IN FAVOR TO 4 OPPOSED, TO PRESENT THE PROPOSED CHANGE TO NAFME BYLAW SECTION 4, B AS PRESENTED TO THE MEMBERSHIP FOR APPROVAL.

President Sanz recessed the NEB at 12:09 p.m. for lunch. Following the lunch recess, the meeting was called back to order at 1:00 p.m.

Session II, Tuesday Afternoon, November 5, 2019

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 the current finances for the board. The technology vendor contract has been continued to further assist with the ongoing membership issues with the new software system. The accounting firm is continuing to work with the accounting department to transition to the new software. The payment to Cook Ross will be accounted for in the current fiscal year now that the current contract has been completed.

Mr. Blakeslee reviewed the updates to the membership campaign. The list that was purchased for the non-member survey conducted by Cook Ross will also be used for membership recruitment. The membership campaign plan and the manual for the state portals went to the State Executives, as well as the annual report.

Mr. Blakeslee notified the board that Society for Research in Music Education (SRME) planned to shift officer dates given the dates of the national conference so they coincide in order to streamline the work for the conference. Due to the shift in the research conference biennium calendar, the terms of the current seated Executive Committee (EC) shall be extended through the completion of the November 2020 conference. The November 2020 conference shall mark the beginning of the new biennium cycle. New SRME EC members shall be reviewed and approved by the NEB from a slate of nominees submitted by the EC on or before December 1 of each biennium year. New members shall take office at the beginning of the new calendar year, on January 1.

Mr. Blakeslee provided an update on technology. The work the current vendors have undertaken for technology and membership issues will be evaluated over a six month period of time to inform future decisions for the most cost effective plan going forward.

C Report on NAFME Elections

Denese Odegaard, Chair of the Nominating Committee, reviewed for the board the plan for the town hall to take place at the national conference. The board reviewed the questions and the run of show for the town hall. Chair Odegaard reviewed the election dates: January 14, 2020 the election opens, February 12, 2020 at 11:59 p.m. EASTERN the election closes. Online technology help with the elections is only open until 5:00 p.m. EASTERN.

D Report of Position Statement Committee

President-Elect Mackie V. Spradley lead the discussion about the work of the Committee. President-Elect Spradley reviewed for the NEB the talking points that were provided for the fall division board meetings to lead the discussion on the ecosystem and begin to find consensus on how we frame the position statements going forward.

E Report of Chair, Building Capacity Task Force

Chair Denese Odegaard requested the board email her with suggestions from the fall division board meetings. The committee will then compile the suggestions. This will be discussed at the January 2020 NEB meeting.

F Report of Chair, Professional Development Committee (PDC)

Chair Denese Odegaard reviewed the national conference details for the coming week. Chair Odegaard also announced Vision 2020 will be reprinted and a copy provided for all attendees at the 2020 National Conference. The call for research proposals is live on the NAFME website, and the call for session proposals for the PreK-12 side of the conference is being finalized this week and will go live in time to be announced at the 2019 conference. Session planning will begin soon. Questions on Standards and Diversity, Equity, Inclusion, and Access have been added for the session proposal process. The committee has requested ideas for keynote presenters.

Chair Odegaard reviewed the mentor work of the National Teacher Center. 2nd year mentors are working to deepen mentee understanding of analyzing student work and the observation cycle. There are two new New Teacher Center trainers this year.

Chair Odegaard informed the NEB the PDC will revamp how to apply to do webinars, review the current webinars on the academy, and continue to work with a Standards focus.

G Report of NEB Liaisons

President Sanz asked the board liaisons to provide any points for discussion that has been brought to them from the Societies and Councils. The NEB Liaisons provided further details of the information included in their written reports. The NEB Liaisons also discussed the Cook Ross report suggestion of a possible Society or Council on the topic of diversity, equity, inclusion, and access. The board will continue to discuss this possibility as they review the report by Cook Ross.

IX 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.

X New Business

A Teaching Music Inserts

President Sanz requested the NEB review the suggestions provided by the Teaching Music Advisory Committee. These suggestions were provided due to the contract with the new publishers of Teaching Music that allows for up to two inserts per year. There was consensus that the list is appropriate, and that the listed inserts may be pursued as possible.

The Board went into a Retreat Session from 2:37 p.m.-4:49 p.m. to study, review and discuss specific topics. No actions were taken during the Retreat Session.

President Sanz recessed the National Executive Board at 4:49 p.m. to reconvene at 8:30 a.m. on Wednesday, November 6, 2019.

Session III, Wednesday Morning, November 6, 2019

The Board went into a Retreat Session from 8:32 a.m.-11:53 a.m. to study, review and discuss specific topics. No actions were taken during the Retreat Session.

President Sanz recessed the NEB at 11:53 a.m. for lunch. Following the lunch recess, the meeting was called back to order at 12:30 p.m.

Session IV, Wednesday Afternoon, November 6, 2019

VII Executive Session (cont.)

WITHOUT OBJECTION, IT WAS CARRIED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 12:30 P.M.

WITHOUT OBJECTION, IT WAS CARRIED UNANIMOUSLY TO RETURN TO REGULAR SESSION AT 1:28 P.M.

The Board returned from Executive Session and reported out that it had discussed financial, budget, personnel, and program development issues.

The National Executive Board went back into regular session at 1:28 p.m.

VIII Reports (cont.)

A Report of Chair, Executive Committee

IT WAS MOVED BY COMBS, SECONDED BY HODGSON, AND CARRIED UNANIMOUSLY, TO TAKE FROM THE TABLE THE MOTION ON THE SELECTION OF REPERTOIRE.

President Sanz led the discussion of board action on the selection of repertoire. The board indicated it would be informative to specify a product for this process, however, prior to the product a committee should be formed in order to gather information on this important topic from partner organizations and constituencies within the organization. A committee and/or outlined process would determine the role of NAFME in this conversation. Based on this discussion, the motion was amended.

IT WAS MOVED BY BUSH, SECONDED BY HODGSON, AND CARRIED UNANIMOUSLY, TO APPROVE THAT THE EXECUTIVE COMMITTEE CREATE A TASK FORCE TO FACILITATE DISCUSSION ABOUT HOW NAFME MIGHT EFFECTIVELY IDENTIFY AND SHARE STRATEGIES FOR SELECTING CULTURALLY APPROPRIATE MUSIC LITERATURE TO INFORM OUR MEMBERSHIP.

X New Business (cont.)

B Cook Ross Report

President Sanz led a review of the discussion of the board that occurred during retreat time with Allyson Robinson, Portfolio Lead at Cook Ross. The board discussion focused on the suggestion from the Cook Ross Report of a Diversity Officer hire. Ms. Robinson provided examples of the timing of this hire for it to be successful, as well as examples on the process of this hire, such as a strategy to define the job description and guidance on the direction from leadership of the work of this position. The board agreed it would be helpful to continue to have the guidance of Cook Ross in the decision to move forward with this hire. The board expressed the need to simultaneously work on defining what diversity, equity, inclusion, and access mean to NAFME's planning on this important topic.

IT WAS MOVED BY SPERLING, SECONDED BY RAIBER, AND CARRIED UNANIMOUSLY, TO DIRECT STAFF TO RESEARCH AND DRAFT A JOB DESCRIPTION FOR A NEW FULL TIME NAFME DIVERSITY OFFICER. THE BOARD WOULD CONSIDER MOVING FORWARD WITH THE HIRING OF THIS POSITION AT THE MARCH 2020 NEB MEETING.

XI Adjournment

IT WAS MOVED BY HODGSON, SECONDED BY BARNES, AND CARRIED UNANIMOUSLY TO ADJOURN THE NATIONAL EXECUTIVE BOARD MEETING ON WEDNESDAY, NOVEMBER 6, 2019 AT 1:53 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
Orlando, FL
November 5-6, 2019**

I	Review & Adoption of Agenda		
	Confirm Interim Actions		
	• Approval of the Minutes of the Sept. 24, 2019 NEB Meeting	Consent	Page 3
	Confirm the Consent Agenda		
	• Policy: Councils (provision for awards)	Consent	Page 3
	• Approval of NAFME Representative Council Appointments by Division	Consent	Appendix A
II	Executive Session		
	• Financial, Budget, Personnel, and Program Development Issues	Discussion	Page 4
III	Reports		
	A Report of Chair, Executive Committee		
	• Update on Diversity, Equity, Inclusion and Access		
	○ Cumulative List of Actions	Informational	Page 5-15
	○ Report on Cook Ross Initiative	Informational	Appendix B1, B2
	○ Choosing Repertoire	Action	
	• Update on Standards	Informational	Page 16-23
	• Division Updates	Discussion	
	• 2019 NAFME Audit	Informational	
	• Recommendations from President's Cabinet	Informational	
	• Policies		
	○ Commercial Partners	Action	Page 24-34
	○ Representative and Role-Based Councils	Consent	Appendix A
	○ President Release Time revision	Action	Page 36-38
	○ Collegiate Voting (bylaw change)	Action	Page 39-43
	B Report of Executive Director/CEO		
	• Management Reports		
	• September Monthly Management Report	Informational	Page 44-48
	• Q1 Quarterly Management Report	Informational	Appendix C
	• Summary of Actions & Follow-up	Informational	Page 49-51
	• Government Relations/Legislative Update	Informational	Page 52-54
	• Technology Update	Informational	
	• SRME Extension of Committee Terms	Informational	

C	Report on NAFME Elections		
	• Town Hall	Informational	Page 55-58
D	Report of Chair, Position Statements Committee	Discussion	Page 59
E	Report of Chair, Building Capacity Task Force	Informational	Page 60
F	Report of Chair, Professional Development Committee		Page 61
	• Review of 2019 Kissimmee National Conference	Informational	
	• Update on Combined 2020 Conference	Informational	
	• Update on ANHE	Informational	
	• Mentoring Update	Informational	
G	Report of NEB Liaisons		
	• Discussion of proposal	Discussion	Page 62-71
IV	Appointments		
A	Approval of NAFME Representative Council Appointments by Division	Consent	Page 72-73
V	Old Business		
A	List of 2020 Fall Division Board Meeting Dates	Informational	Page 74
B	List of 2018-2020 NEB Meeting Dates	Informational	Page 75-78
C	Updating Travel Matrix for 2018-2020, 2020-2022	Informational	Page 79-90
VI	New Business		
A	Teaching Music Inserts	Discussion	Page 91-94
	Retreat Discussion		Page 95

The National Executive Board will use the time in retreat to discuss:

- Future conferences and messaging
- ANHE
- Cook Ross report Appendix B1, B2
- Advocacy: STEAM and Arts Integration Appendix D