



**APPROVED Minutes  
National Executive Board  
National Association for Music Education  
November 9-10, 2018  
Grapevine, TX**

**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)  
Tricia Kidd, Immediate Past President, Southwestern 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  
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)

## Session I, Friday Morning, November 9, 2018

### **IV Call to Order**

President Kathleen D. Sanz called the meeting to order at 8:58 a.m. on Friday, November 9, 2018 in the San Saba 1 room, Gaylord Texan, Grapevine, TX.

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

*IT WAS MOVED BY SHEEHAN, SECONDED BY GREENE, AND CARRIED UNANIMOUSLY TO ADOPT THE AGENDA AND CONFIRM THE INTERIM ACTIONS AS PRESENTED WITH FLEXIBILITY AS DIRECTED BY THE PRESIDENT.*

*IT WAS MOVED BY COMBS, SECONDED BY KIDD, AND CARRIED, RAIBER AND SANYER ABSTAINING, TO APPROVE THE MINUTES OF SEPTEMBER 26, 2018.*

*IT WAS MOVED BY SANYER, SECONDED BY EDDLEMAN, AND CARRIED UNANIMOUSLY TO ADOPT THE CONSENT AGENDA.*

### **VI Executive Session**

*WITHOUT OBJECTION, IT WAS CARRIED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 9:10 A.M.*

*WITHOUT OBJECTION, IT WAS CARRIED UNANIMOUSLY TO RETURN TO REGULAR SESSION AT 9:43 A.M.*

Observers were excused from the Executive Session at 9:10 a.m. and returned into the meeting at 9:43 a.m.

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

### **VII Reports**

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

President Sanz led a review of the recent division meetings. Many topics were discussed, including:

- Advocacy work by the national office;
- Teacher recruitment, with particular emphasis on retention and mentoring;
- Quality professional development opportunities for members;
- Joining with other conferences being led by our partner organizations;
- NAFME co-sponsored events in the divisions around the country;
- Interconnectedness with SMTE and SRME, as well as the Societies and Councils;
- Diversity;
- Position statements;
- Governance items for the states;
- Collegiate voting;
- Onboarding new board members;

- ANHE, and;
- Placing information strategically on the website.

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

The past year audit and tax documents, prepared by Tate & Tryon, were presented.

*IT WAS MOVED AND SECONDED BY THE AUDIT COMMITTEE, AND CARRIED UNANIMOUSLY, THAT THE NAFME AUDIT FOR THE FISCAL YEAR BEGINNING JULY 1, 2017, AND ENDING JUNE 30, 2018, BE ACCEPTED AND FILED.*

*IT WAS MOVED AND SECONDED BY THE AUDIT COMMITTEE, AND CARRIED UNANIMOUSLY, THAT THE NAFME TAX FORMS FOR THE FISCAL YEAR BEGINNING JULY 1, 2017, AND ENDING JUNE 30, 2018, BE ACCEPTED AND FILED.*

## **B Report of Executive Director/CEO**

Executive Director Mike Blakeslee highlighted, as requested by the NEB, a few items from the consolidated management report by the four strategic objectives. The board discussed co-branding with the states, as had been done previously, and the opportunity to expand upon the current plan to co-brand in the renewal cadence taking effect now. An increase in overall membership, as well as the Collegiate and Tri-M categories was also noted.

Mr. Blakeslee provided a legislative update to the board. Education appropriations are completed. All other appropriations funding, including for the National Endowment for the Arts, is not yet completed. NAFME staff will work with both Senate and House members to get the GAAME (Guarantee Access to Arts and Music Education Act) Act reintroduced once the 116<sup>th</sup> Congress begins in January 2019. NAFME staff will continue to monitor work on the Higher Education Act during the "Lame Duck Session". NAFME staff has created a Title IV, Part A toolkit that will explain funding at the local level, determine what role one can play in the needs assessment and planning for Title IV, Part A funds in a given school district, identify how NAFME's Opportunity to Learn Standards can support a district's music education needs assessment, and find models of how others are using these funds in their districts. Further information was provided to the NEB upon request.

Mr. Blakeslee provided a technology update to the NEB. The national office has reached agreement on a contract with Fonteva as the new provider of basic infrastructure. Staff will continue to work with the Technology Task Force to create and test the structure that will best enhance the member experience. Staff is working with the April/May timeframe to have the new structure in place.

Mr. Blakeslee provided an update on the Give a Note (GAN) Foundation in relation to NAFME. The GAN Foundation had a meeting of their board on Oct. 26, 2018. Mr. Blakeslee and Immediate Past-President Denese Odegaard attended the meeting. GAN plans to send the County Music Association Foundation (CMA)/GAN Innovation Grant

award winners to the NAFME In-Service Conference to continue that relationship. GAN also has plans to begin working on new relationships with other possible partners in the foundation space and for-profit space. Updates will continue to be provided.

Mr. Blakeslee provided an update to the NEB about the sale of the building in Reston. Contract negotiations have continued. Staff will keep the NEB updated as a final contract is reached.

## **C Report of Position Statement Committee**

President Sanz requested President-Elect Mackie V. Spradley lead the discussion about the recent work of the Committee. The Committee has met several times and has completed an assessment and evaluation of the current process to get work completed, a list was compiled of all position statements that have been completed, and statements that have been proposed, and a rubric to determine where to begin with the list of position statements. This list and rubric will help prioritize the work of the Committee going forward. The Committee has reviewed the existing policy and found opportunities to streamline the policy to better complete the work of the Committee. The NEB asked the Committee to comment on the return on investment for their work in relation to how many times the position statements are accessed online. Analytics over the past fifteen months determined that a few of the statements are accessed in large numbers, and others are not. The Committee will continue to work on ranking the existing and proposed position statements, as well as work on editing existing policy to streamline the work of the Committee.

President Sanz recessed the NEB at 11:54 a.m. for lunch. Following the lunch recess, the meeting was called back to order at 12:50 p.m.

### **Session II, Friday Afternoon, November 9, 2018**

## **D 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 made two key recommendations regarding bylaw changes to be put before the members:

First, to allow collegiate members to vote in elections of national and division officers, and  
Second, to make the vote of the national assembly binding with regard to selecting two candidates as nominees in the election for NAFME President-elect.

*IT WAS MOVED BY RAIBER, SECONDED BY SHEEHAN, AND CARRIED, 9-4 IN FAVOR, TO TABLE THE QUESTION ASKING FOR APPROVAL OF AN AMENDMENT TO THE NAFME BYLAWS THAT WOULD ALLOW COLLEGIATE NAFME MEMBERS TO VOTE IN THE NAFME NATIONAL ELECTIONS.*

*IT WAS MOVED BY SPERLING, SECONDED BY BUSH, AND CARRIED UNANIMOUSLY THAT THE QUESTION BE PUT TO THE MEMBERS IN THE JANUARY 2019 ELECTION, ASKING FOR APPROVAL OF AN AMENDMENT TO THE NAFME BYLAWS THAT WOULD DIRECT THE NATIONAL ASSEMBLY TO APPROVE, BY VOTE, TWO NOMINEES FOR NATIONAL PRESIDENT-ELECT FROM CANDIDATES PROPOSED BY THE NATIONAL NOMINATING COMMITTEE.*

The Southwestern candidate for Division President-Elect was approved on the consent agenda, page 2.

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

Professional Development Chair Denese Odegaard provided an update of the 2018 annual In-Service Conference. There are 507 pre-registered attendees, 161 presenters, 85 of which are poster presenters representing 68 posters. The forums had a total of 107 participants, a number of whom stayed for the entire conference. A breakdown of participants per track was provided to the NEB. Chair Odegaard reminded the board of the post conference survey that will go out to all attendees and will be helpful in determining how successful this model is, and how well received the opuses were.

Professional Development Chair Odegaard provided an update on the planning for the 2019 conference. The Committee is discussing multiple tracks. 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 considering:

- Outcome – provide a start to the conversation about what 2030? may look like in music education and what NAFME can do to support music education for the long term.
- Continuation of the Vision 2020 and future of NAFME/music education discussions from 2019 conference
- Researcher and practitioner working together on research and presentation

There are four proposed areas for the conference to focus on:

1. School music as community
2. Music in an era of school choice
3. Music in (educational) technology
4. Revaluing music (education)

Professional Development Chair Odegaard provided an update on mentoring. There will be a forum in December in which the mentor work will be observed and the program

will be evaluated, and any necessary changes can be made to the program. There will be a mentoring survey. Chair Odegaard is working with Erin Zaffini of Kings College and the SMTE New Teacher ASPA on the creation of this survey. The survey will be given to mentors now, and then again after their year of training. The Board will then need to evaluate and decide if they want to continue the mentoring program.

ANHE Chair Scott Sheehan provided an update on the 2018 All National Honors Ensembles event. Mr. Sheehan requested all Division Presidents spread the word about the upcoming ANHE to increase the knowledge about the Academies. Mr. Sheehan requested more names of conductors from the board for future ANHE engagement. Mr. Sheehan reviewed for the board the upcoming change in 2019 of having the event in FL, but not currently planning on having time at a theme park, as the students have in the past. Mr. Sheehan asked the board to ponder this issue for the 2019 ANHE.

President Sanz led the discussion about upcoming conferences and the future of ANHE. ANHE in 2020 has not been decided. Many iterations of ANHE and the NAFME Conference format were discussed for the years 2020-2022. The NEB agreed to continue this discussion in retreat time.

President Sanz recessed the National Executive Board at 4:37 p.m. to reconvene at 8:30 a.m. on Saturday, November 10, 2018.

### **Session III, Saturday Morning, November 10, 2018**

The National Executive Board went back into regular session at 8:30 a.m.

#### **C Report of Position Statement Committee (cont.)**

President-Elect Spradley led the discussion on the Early Childhood Position Statement. The Committee provided copies for the board's review. The statement was placed in the new template. The board, and author, mentioned how helpful the template was to the thought process of writing out the position statement.

*IT WAS MOVED AND SECONDED BY THE POSITION STATEMENT COMMITTEE, AND CARRIED UNANIMOUSLY, THAT THE EARLY CHILDHOOD POSITION STATEMENT IS APPROVED AS PRESENTED.*

#### **F 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. Many of the Councils requested Communities in Amplify, which staff will create for their use. The Council on General Music Education asked for more details about the upcoming MIOSM campaign and work surrounding those deadlines and plans. Many of the Councils would like the opportunity to work more with the Divisions. It was suggested that the Division President could invite a representative from the Societies and Councils to visit with the Division during their meetings two times a year. Southern Division President Dian Eddleman requested that the NAFME website be brought up to date with information about the Societies and Councils.

## **VIII Appointments**

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

Approved in the consent agenda. See page 2.

### **B Council Appointments by Division**

Approved in the consent agenda. See page 2.

## **IX 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 NASS 2019**

President Sanz reviewed the 2019 NASS dates and location in Washington, DC. The board was asked to review the Collegiate Advocacy Summit sponsorship proposal.

### **E Report from NAFME Research Grant Award 2016-18**

President Sanz asked the board to review the report from the NAFME Research Grant Award 2016-18.

## **X New Business**

### **A Teaching Music Insert Protocol**

President Sanz asked Mr. Blakeslee to review the possibility of Teaching Music Inserts with the new publisher. Mr. Blakeslee led the discussion with the board about the possibility of using the existing protocol for the MEJ Special Focus Issue to inform the

protocol for the Teaching Music Inserts. Staff was directed to provide a draft of this protocol and return to the board for further discussion.

## **B Membership Renewal Materials**

President Sanz requested the board review the membership renewal materials.

The Board went into a Retreat Session from 9:35 a.m.-10:15 a.m. to study, review and discuss specific topics. No actions were taken during the Retreat Session.

The Board went into Executive Session from 10:37 a.m.-11:45 a.m. Observers and staff were asked to depart Executive Session.

The National Executive Board went back into regular session at 11:45 a.m.

*IT WAS MOVED BY RAIBER, SECONDED BY SANYER AND CARRIED UNANIMOUSLY THAT COOK ROSS BE HIRED TO CONSULT AND DO AN EVALUATION OF THE ASSOCIATION RELATED TO UNCONSCIOUS BIAS AND THAT THE EVALUATION BE COMPLETED AT THE EARLIEST DATE AVAILABLE ON THEIR CALENDAR. THE EVALUATION WILL BE AVAILABLE FOR THE NEB TO REVIEW AFTER IT HAS BEEN COMPLETED.*

President Sanz noted this will come before the board as a budget issue. Mr. Blakeslee asked for clarification on whom staff should work with when finalizing the contract for work with Cook Ross. President Sanz assigned Mr. Blakeslee to work with President-Elect Spradley and Southwestern Division President Michael Raiber.

*IT WAS MOVED BY SPERLING, SECONDED BY WOMACK, AND CARRIED UNANIMOUSLY TO DIRECT STAFF TO UPDATE POLICY TO REFLECT THAT ANY REVIEW OF THE EXECUTIVE DIRECTOR REGARDING EVALUATION AND CONTRACT ONLY BE DONE AT IN-PERSON BOARD MEETINGS.*

President Sanz recessed the NEB at 11:45 a.m. for lunch. Following the lunch, she called board members and staff back into at 12:30 p.m.

### **Session IV, Saturday Afternoon, November 10, 2018**

The Board went into a Retreat Session from 12:30 p.m.-1:41 p.m. to study, review and discuss specific topics. The board came back into regular session at 1:41pm.

*IT WAS MOVED BY SHEEHAN, SECONDED BY WOMACK, AND CARRIED, BLACKBURN ABSTAINING, TO CARRY OUT A CONFERENCE AS CURRENTLY PLANNED, INCLUDING THE ALL NATIONAL HONORS ENSEMBLES PROGRAM, IN NOVEMBER 2020.*

*IT WAS MOVED BY SPERLING, SECONDED BY WOMACK, AND CARRIED UNANIMOUSLY TO CARRY OUT THE ALL NATIONAL HONORS ENSEMBLES PROGRAM IN FALL OF 2021.*

*IT WAS MOVED BY BUSH, SECONDED BY TSUGAWA, AND CARRIED UNANIMOUSLY TO HOLD AT LEAST A RESEARCH CONFERENCE AND THEN DETERMINE IF A K12 COMPONENT IS ADDED AFTER THE 2020 NAFME CONFERENCE.*



*IT WAS MOVED BY SHEEHAN, SECONDED BY COMBS, AND CARRIED UNANIMOUSLY TO HAVE A THEME PARK EXPERIENCE AT BOTH THE 2019 AND 2020 ALL NATIONAL HONOR ENSEMBLE EVENTS.*

**XI      Adjournalment**

*IT WAS MOVED BY GREENE, SECONDED BY SHEEHAN, AND CARRIED UNANIMOUSLY TO ADJOURN THE NATIONAL EXECUTIVE BOARD MEETING ON SATURDAY, NOVEMBER 10, 2018 AT 3:57 P.M.*

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Mike Blakeslee". The signature is written in a cursive, flowing style.

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  
Dallas, TX  
November 9-10, 2018**

I	Review & Adoption of Agenda	Page 3
	Confirm Interim Actions	
	<ul style="list-style-type: none"> <li>• Minutes of the September 11, 2018 NEB Meeting      Consent</li> <li>• Minutes of the September 26, 2018 NEB Meeting      Consent</li> </ul>	
	Confirm the Consent Agenda:	
	<ul style="list-style-type: none"> <li>• Approval of NAFME Council Appointments – Members-At-Large      Consent</li> <li>• Approval of Southern Division Representative Band Council      Consent</li> <li>• Approval of Western Division Representative Collegiate Council      Consent</li> <li>• Approval of Candidate for Southwestern Division President-Elect      Consent</li> </ul>	
II	Executive Session	
	<ul style="list-style-type: none"> <li>• Financial, Budget, Personnel, and Program Development Issues      Discussion      Page 4</li> </ul>	
III	Reports	Pages 5-40
	A Report of Chair, Executive Committee	Pages 5-16
	<ul style="list-style-type: none"> <li>• NAFME Conferences      Discussion</li> <li>• Review of Division Board Meetings      Informational</li> <li>• Update on Diversity, Equity, Inclusion and Access      Informational      Pages 7-10</li> <li>• Update on Standards      Informational      Pages 11-14</li> <li>• 2018 NAFME Audit      Action</li> </ul>	
	B Report of Executive Director/CEO	Pages 17-23
	<ul style="list-style-type: none"> <li>• Management Reports (Appendix A &amp; B)      Informational</li> <li>• Q1 Consolidated Report</li> <li>• September, October Monthly Reports</li> <li>• Summary of Actions &amp; Follow-up      Informational      Pages 18-19</li> <li>• Financial Reports &amp; Budget Update      Informational      Pages 20-21</li> <li>• Comparative Membership Report      Informational      Pages 22-23</li> <li>• Government Relations/Legislative Update      Informational</li> <li>• Technology Update      Informational</li> <li>• Building Update      Informational</li> </ul>	
	C Report of Position Statements Committee	Pages 24
	<ul style="list-style-type: none"> <li>• Status Update on Current Outstanding Position      Informational</li> </ul>	

	Statements		
	• Committee Findings : Format and Workflow	Informational	
	• Recommendations: Policy	Discussion	
	• Early Childhood Position Statement	Discussion	
	• Steps Taken to Address Priorities	Informational	
D	Report on NAFME Elections		Pages 25-31
	• Committee on Elections & Campaigning Update	Informational	
	• Nominating Committee Planning	Informational	Pages 25-28
	• Approval of Candidate for Southwestern Division	Consent	Pages 28-31
	• President-Elect		
E	Report of Chair, Professional Development Committee		Page 32
	• Update on 2018 Grapevine National Conference	Informational	
	• Update on 2019 Kissimmee National Conference	Informational	
	• Update on Combined 2020 Conference	Informational	
	• Update on All National Honors Ensembles	Informational	
	• Mentoring Update	Informational	
F	Report of NEB Liaisons	Informational	Pages 33-40
IV	Appointments		Pages 41-51
A	Council Appointments – Members-At-Large	Consent	Pages 42-43
B	Council Appointments by Division	Consent	Pages 44-51
V	Old Business		Pages 52-66
A	List of 2019 Fall Division Board Meeting Dates	Informational	
B	List of 2018-2020 NEB Meeting Dates	Informational	Pages 53-55
C	Updating Travel Matrix for 2018-2020	Informational	Pages 56-60
D	NASS 2019	Informational	Pages 61-63
E	Report from NAFME Research Grant Award 2016-18 (Appendix C)	Informational	Pages 64-66
VI	New Business		Pages 67-68
A	Teaching Music Insert Protocol	Discussion	
B	Membership Renewal Materials (Appendix D)	Informational	

Retreat Discussion:

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

- Collegiate Voting for January 2020 Ballot
- Common Agenda Items for:
  - NASS 2019
  - 2019 Fall Division Board Meetings
- Areas of Interest for Board Members