



**APPROVED Minutes
National Executive Board
Virtual Meeting
December 15, 2020 – 6:00 pm – 8:42 pm CT**

I Board Members Present

Mackie V. Spradley, NAFME President (2020-2022)
Scott Sheehan, NAFME President-Elect (2020-2022)
Kathleen D. Sanz, NAFME Immediate Past President (2020-2022)
Keith Hodgson, President, Eastern Division (2019-2021)
Karen Salvador, President, North Central Division (2020-2022)
Scott Barnes, President, Northwest Division (2019-2021)
Sonja Williams, President, Southern Division (2020-2022)
Anne Dawson, President, Southwestern Division (2020-2021)
Renee Shane-Boyd, President, Western Division (2020-2022)
Marc E. Greene, Immediate Past President, Eastern Division (2019-2021)
Judy Bush, Immediate Past President, North Central Division (2020-2022)
John Combs, Immediate Past President, Northwest Division (2019-2021)
Dian Eddleman, Immediate Past President, Southern Division (2020-2022)
Mike Raiber, Immediate Past President, Southwestern Division (2019-2021)
Sam Tsugawa, Immediate Past President, Western Division (2020-2022)

II Staff Members Present

Christopher B. Woodside, Interim Executive Director
Chaudlier Moore, Chief Financial Officer
Kim Henry, NAFME Executive Assistant & Board Liaison

III Observers

Sue Barre, President-Elect, Eastern Division (2019-2021)
Richard Tengowski, President-Elect, North Central Division (2020-2022)
Tom Muller, President-Elect, Northwest Division (2019-2021)
James Daugherty, President-Elect, Southern Division (2020-2022)
Scott Hedgecock, President-Elect, Western Division (2020-2022)

IV Call to Order

President Mackie V. Spradley called the meeting to order at 6:04 p.m. Central Time on Tuesday, December 15, 2020.

V Review and Adoption of Agenda (Appendix A)

IT WAS MOVED BY EDDLEMAN, SECONDED BY WILLIAMS, 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 NOV. 17, 2020 NEB MEETING*
- *CONFIRMED APPROVAL OF THE APPOINTMENT OF THE SRME EXECUTIVE COMMITTEE MEMBERS - TERM JAN. 1, 2021-DEC. 31, 2026*
 - *DR. RUTH BRITTIN*
 - *DR. PHIL HASH*
 - *DR. CARL HANCOCK*
- *CONFIRMED APPROVAL OF THE SRME HANDBOOK*
- *CONFIRMED APPROVAL OF THE NAFME ADVISORY COUNCIL APPOINTMENTS BY DIVISION*
 - *MUSIC HONOR SOCIETY ADVISORY COUNCIL*
 - *EASTERN DIVISION* *1. JAMES PECSOK, BATTLEBORO, VT*

VI Reports

A Report of Chair, Executive Committee

President Spradley reviewed for the board the request from SRME regarding the *Journal of Research in Music Education (JRME)*. SRME is requesting policy changes that would result in a decrease in the term length for Editors, and an increase in the number of Editors, as stipulated in the NAFME Codified Policies, policy V.E.001 "NAfME Juried Journals". These changes would rectify a backlog in manuscripts, as well as mitigating the experiences of inundation and burnout. The request is to limit the term from 6 to 4 years, and increase the number of Editors from 21 to 24.

IT WAS MOVED BY SALVADOR, SECONDED BY RAIBER, AND CARRIED UNANIMOUSLY TO APPROVE THE DECREASE IN LENGTH OF TERMS OF JRME EDITORS AND THE INCREASE OF THE NUMBER OF JRME EDITORS IN POLICY V.E.001 NAFME JURIED JOURNALS, AS PRESENTED.

President Spradley requested Interim Executive Director Christopher Woodside review for the board the NAMM Believe in Music Donation Program. Mr. Woodside informed the board that NAMM Believe in Music Week will be held Jan. 18-22, 2021. This event will be virtual and will replace the annual NAMM Winter Show, which was cancelled for the first time in many years due to the global pandemic, COVID-19. NAMM has invited NAFME to participate in the NAMM Believe in Music Donation Program during the week of Jan. 18-22, 2021. This is a fundraising opportunity designed to allow non-profits collaborating with NAMM to participate in a virtual fundraising hall. NAMM will match up to \$10,000.00 of any funds NAFME raises.

IT WAS MOVED BY WILLIAMS, SECONDED BY BARNES, AND CARRIED UNANIMOUSLY TO APPROVE NAFME'S PARTICIPATION IN THE NAMM DONATION PROGRAM AS PART OF "BELIEVE IN MUSIC" WEEK.

President Spradley requested Chief Financial Officer Chaudlier Moore review for the board the DC Code requiring incorporated organizations to name a Corporate Secretary for the record. Mr. Moore informed the board of this requirement. The role of the

Corporate Secretary is to maintain governance documents for the organization, as well as certify the Officers of the organization on signed documents when required. The legal counsel for NAFME recommended Interim Executive Director Christopher Woodside be named as Corporate Secretary.

IT WAS MOVED BY HODGSON, SECONDED BY WILLIAMS, AND CARRIED UNANIMOUSLY TO APPROVE THE APPOINTMENT OF INTERIM EXECUTIVE DIRECTOR CHRISTOPHER B. WOODSIDE AS CORPORATE SECRETARY FOR THE NATIONAL EXECUTIVE BOARD OF NAFME.

President Spradley requested Mr. Moore provide an update to the board on planning for a line of credit with NAFME's investment firm, Merrill Lynch, and NAFME's bank, Bank of America (BoA). Through discussions with Merrill Lynch, BoA, and NAFME's legal counsel, it was determined the best course of action for NAFME was to pursue a line of credit. In order to move forward with a line of credit, two complete and separate actions will be required by the board; a motion to approve obtaining a line of credit, and signatures from all voting board members, indicating their knowledge of the organization requesting a line of credit, on the Corporate Officers certificate. BoA requires signatures from all voting board members for their records in order to process the line of credit. The board requested that staff move forward to bring all pertinent documents to the board for the next NEB meeting for review.

President Spradley requested Mr. Woodside provide "A Roadmap to Sustaining and Reimagining NAFME" update to the board. Mr. Woodside reviewed the suggestions for activity to begin in December 2020 and continue into early 2021, following board approved next steps. These next steps would include beginning a dialogue with the MEAs that conveys NAFME understands their current financial situation and wants to work with them to get on better financial footing together. This dialogue would speak to the possibility of developing a percentage based membership growth incentive initiative. The dialogue would continue with the MEAs through the spring leading up to the next fiscal year. The board discussed the positive outcome of continued dialogue with the MEAs about finances and ways to support one another across the organization and MEAs.

IT WAS MOVED BY EDDLEMAN, SECONDED BY HODGSON, AND CARRIED UNANIMOUSLY TO APPROVE NAFME UNDERTAKE AN EXPLORATORY DIALOGUE WITH STATE MEA LEADERS ABOUT THE POSSIBILITY OF DEVELOPING A PERCENTAGE BASED MEMBERSHIP GROWTH INCENTIVE INITIATIVE.

President Spradley requested Mr. Woodside update the board about recent MEA activity. Mr. Woodside and North Central Division President Karen Salvador informed the board about outreach from MMEA (MN) requesting assistance with a number of organizational development issues such as guidance on electronic voting, the hiring of an Executive Director, review of existing contracts and finances, and event planning. Both Mr. Woodside and President Salvador reviewed their plans for responding to MMEA before the end of December and will keep the board apprised of any developments.

Mr. Woodside reviewed for the board the current situation with ILMEA. It was recommended the board continue to consider next steps for a NAFME presence in Illinois following June 30, 2021, at which point ILMEA will have severed ties with NAFME.

President Spradley informed the board of her work with staff on a chart to facilitate finalizing the list of NEB Liaisons for the Societies and Councils. This chart will be shared with the NEB before the next board meeting for their review and input.

B Report of Chair, Professional Development Committee

President Spradley asked ANHE Chair Scott Sheehan to provide an update to the board on the All National Honor Ensembles (ANHE). Mr. Sheehan reported on the great support from Conn-Selmer, as well as a big surprise that was being planned for the students at the end of the virtual event.

Chair Keith Hodgson provided an update to the board on the work of the PDC. The PDC finalized content for the upcoming NAMM Believe in Music Week sessions and was continuing their work in support of the Eastern Division 2021 Conference and the February 2021 NAFME Music Research and Teacher Education Conference.

C Report of Chair, SRME

Approval of SRME Executive Committee members and the SRME Handbook was confirmed on the consent agenda.

President Spradley reviewed the request of SRME to conduct a survey. The SRME Executive Committee has intentions to survey the membership regarding identity and mission of the SRME. This survey will allow SRME to review their identity so as to ensure its clear purpose to the benefit of all members. The consensus of the board was for SRME to move forward with this survey. Staff was directed to assist SRME in this endeavor. SRME will also provide the board with information from the survey.

D Report on NAFME Elections

President Spradley reviewed for the board the planned work of the Equity Committee in relation to the National Nominating Committee candidates submitted by the Division Presidents on December 15, 2020. The Equity Committee has met on three occasions and had discussions surrounding how best to review the candidate credentials. Once the Equity Committee has reviewed the candidates, the Executive Committee will receive the feedback and provide that to the board for final consideration and approval of the slate of National Nominating Committee members.

E Northwest Division – 2021 Conference Proposal

President Spradley requested Northwest Division President Scott Barnes review the information on the upcoming Northwest Division Conference. President Barnes informed the board the Northwest Division Conference would be a virtual event, held on February 11-14, 2021. All Northwest Division MEAs would be participating in the

conference. President Barnes presented the board with the list of headliners and the schedule for each day of the event.

IT WAS MOVED BY HODGSON, SECONDED BY BUSH, AND CARRIED UNANIMOUSLY TO ACCEPT THE PROPOSAL FOR A NORTHWEST DIVISION CONFERENCE TO BE HELD VIRTUALLY ON FEBRUARY 11-14, 2021.

VII Appointments

A NAFME Advisory Council Appointment - Division

Approved in the consent agenda. See page 2.

VIII Old Business

A National Assembly 2021 – Dates & Planning

President Spradley requested Mr. Woodside review for the board the current planning of the 2021 National Assembly. Mr. Woodside reviewed the communications with all audiences who attend National Assembly each year. To date, attendees have been informed that National Assembly 2021 will be a virtual event with more details forthcoming. For planning purposes, staff is beginning to receive questions about the dates for National Assembly 2021. It is requested that the board finalize the dates and the MEA leaders and other audiences will be informed in the New Year. The board discussed the dates that were held for the in-person event, as well as the opportunities for planning given the event will be held virtually.

IT WAS MOVED BY WILLIAMS, SECONDED BY HODGSON, AND CARRIED UNANIMOUSLY TO APPROVE THE DATES OF JUNE 24-29, 2021 FOR A VIRTUAL NATIONAL ASSEMBLY 2021.

IX New Business

A National Assembly 2022-2024

President Spradley requested the board discuss this at the next NEB meeting.

X Adjournment

IT WAS MOVED BY WILLIAMS, SECONDED BY HODGSON, AND CARRIED UNANIMOUSLY TO ADJOURN THE NATIONAL EXECUTIVE BOARD MEETING ON TUESDAY, DECEMBER 15, 2020 AT 8:42 P.M. CENTRAL TIME.



**National Executive Board Agenda
Tuesday, December 15, 2020 - 6:00pm-8pm CENTRAL
Virtual Meeting**

I	Review & Adoption of Agenda		
	Confirm the Consent Agenda		
	○ Approval of the Minutes of the Nov. 17, 2020 NEB Meeting	Consent	Page 1-9
	○ Approval of SRME Executive Committee Members	Consent	
	○ Approval of SRME Handbook	Consent	Appendix A
	○ Approval of NAFME Advisory Council Appointments by Division	Consent	
II	Reports		
	A Report of Chair, Executive Committee		
	• Appointment of Corporate Secretary of the NEB	Action	Page 10-11
	• Financial Reports		Page 12-13
	• Line of Credit	Informational	Page 14
	• Roadmap Update	Action	Page 15-23
	• Quarterly Management Report – Q1	Informational	Appendix B
	• Policy Changes		
	• V.E.001 NAFME Juried Journals	Action	Page 24-35
	• I.C.001 National Assembly Meetings	Discussion	Page 36-39
	• NAMM Believe in Music Fundraising Initiative	Action	Page 40
	• State MEA Update	Discussion	
	• NEB Liaisons	Informational	
	B Report of Chair, Professional Development Committee		
	• ANHE Update	Informational	Page 41
	• National Music Research and Teacher Education (MRTE)	Informational	Page 41
	C Report of Chair, SRME		
	• Approval of SRME Executive Committee Members	Consent	
	• SRMR Handbook	Consent	
	• SRME Survey Request	Informational	Page 42-44
	D Report on NAFME Elections		
	• Equity Committee Guidance on Nominating		

	Committee Candidates	Informational	Page 45-46
	• Nominating Committee Timeline	Informational	Page 47-49
E	Northwest Division – 2021 Conference Proposal	Action	Page 50-51
III	Appointments		
A	Approval of NAFME Advisory Council Appointments by Division	Consent	Page 52-54
IV	Old Business		
A	National Assembly 2021 - Dates & Planning	Action	Page 55-56
V	New Business		
A	National Assembly 2022-2024	Discussion	Page 57-58