



**APPROVED Minutes
National Executive Board
Virtual Meeting
May 26, 2022 – 6:00 pm – 9:30 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)
Susan Barre, President, Eastern Division (2021-2023)
Karen Salvador, President, North Central Division (2020-2022)
Tom Muller, President, Northwest Division (2021-2023)
Sonja Williams, President, Southern Division (2020-2022)
Anne Dawson, President, Southwestern Division (2021-2023)
Renee Shane-Boyd, President, Western Division (2020-2022)
Keith Hodgson, Immediate Past President, Eastern Division (2021-2023)
Judy Bush, Immediate Past President, North Central Division (2020-2022)
Scott Barnes, Immediate Past President, Northwest Division (2021-2023)
Dian Eddleman, Immediate Past President, Southern Division (2020-2022)
Mike Raiber, Immediate Past President, Southwestern Division (2021-2023)
Ellen Kirkbride, Immediate Past President, Western Division (2020-2022)

II Staff Members Present

Christopher B.L. Woodside, NAFME Executive Director
Chaudlier Moore, NAFME Chief Financial Officer
Kim Henry, NAFME Director of Governance & Administration

III Observers

Michael Brownell, President-Elect, Eastern Division (2021-2023)
Richard Tengowski, President-Elect, North Central Division (2020-2022)
Dusty Molyneaux, President-Elect, Northwest Division (2021-2023)
James Daugherty, President-Elect, Southern Division (2020-2022)
Martha Gabel, President-Elect, Southwestern Division (2021-2023)
Scott Hedgecock, President-Elect, Western Division (2020-2022)

IV Call to Order

President Mackie V. Spradley called the meeting to order at 6:29 p.m. Central Time on Thursday, May 26, 2022. President Spradley reviewed the meeting expectations provided to the board that

would be in place for the remainder of her Presidency. The meeting norms included decorum that is outlined in policy I.K.001 Governance Code of Conduct.

V Review and Adoption of Agenda (Appendix A)

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

- *APPROVAL OF MARCH 29, 2022 NEB MINUTES*
- *APPROVAL OF JRME EDITORIAL COMMITTEE APPOINTMENTS*
- *APPROVAL OF UPDATE EDITOR APPOINTMENT*
- *APPROVAL OF UPDATE EDITORIAL COMMITTEE APPOINTMENTS*
- *APPROVAL OF SRME 2022 SENIOR RESEARCHER AWARDEE*
- *APPROVAL OF SMTE EXECUTIVE BOARD APPOINTMENTS*
- *APPROVAL OF JMTE EDITOR APPOINTMENT*
- *APPROVAL OF JMTE EDITORIAL COMMITTEE APPOINTMENTS*
- *APPROVAL OF CHAIR-ELECT OF THE CHORAL COUNCIL*
- *APPROVAL OF PROXY REQUESTS TO THE 2022 NATIONAL ASSEMBLY*

IT WAS MOVED BY BUSH, SECONDED BY BARNES, AND CARRIED UNANIMOUSLY TO REMOVE THE APPROVAL OF THE MAY 2022-MAY 2024 EQUITY COMMITTEE APPOINTMENT FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION BY THE NEB.

VI Reports

A Report of Chair, Executive Committee

President Spradley asked Chief Financial Officer Chaudlier Moore to provide an overview of the NAFME 990 tax forms. Mr. Moore reviewed for the board the policy that includes the 990 tax forms, and the work of the Audit Committee in approving the 990 tax forms before forwarding the tax documents to the board for acceptance. Southern Division President Sonja Williams and Northwest Division Immediate Past President Scott Barnes, who served on the Audit Committee, agreed with the overview by Mr. Moore.

IT WAS MOVED BY BARNES, SECONDED BY BARRE, AND CARRIED UNANIMOUSLY TO ACCEPT, FILE AND POST THE NAFME FORM 990 IN ACCORDANCE WITH BOARD POLICY.

President Spradley asked Chief Financial Officer Chaudlier Moore to provide an overview of the finances. Mr. Moore reviewed the month to date (MTD) and year to date (YTD) expenses, revenue, and investments. The membership join/renew activity showed a decline overall for the month of April 2022. There was a 21% increase over the previous YTD in membership join/renew activity. Factors affecting membership join/renew activity included fewer state events in April and May 2022, as is typical for this time of year. Other factors include NAFME renewal and lapsed member activity, and Collegiate continues with strong activity.

President Spradley asked Mr. Moore to provide an overview of a recent bequest from a member. Mr. Moore informed the board of a recent bequest from a member that was left without a specific designation to be noted for use as operating funds or restricted funds. In this situation the board must identify the purpose of those funds. The board will continue to consider this issue and will revisit it at a future board meeting.

President Spradley asked Mr. Moore to update the board on conversations regarding the Society of Music Teacher Education's (SMTE) request for assistance with the SMTE Biennial Conference. Mr. Moore reviewed conversations through the Spring with the SMTE Leadership, David Rickels and Sean Powell, detailing the request for the board to establish a policy that outlines guidelines for the SMTE Biennial Conference to be included in the NAFME budget biennially. SMTE will continue to run the conference and NAFME will house the funds for the conference. Mr. Moore reminded the board with the approval of the new SMTE Conference Policy, this line item would need to be noted in the NAFME Budget Policy as well.

IT WAS MOVED BY SALVADOR, SECONDED BY RAIBER, AND CARRIED UNANIMOUSLY TO APPROVE THE SMTE CONFERENCE POLICY AS PRESENTED.

IT WAS MOVED BY SALVADOR, SECONDED BY RAIBER, AND CARRIED UNANIMOUSLY TO APPROVE POLICY III.A.001 NAFME BUDGET AS PRESENTED.

President Spradley asked Mr. Moore and Executive Director Chris Woodside to provide an overview of the proposed budget for the board. Mr. Moore discussed with the board the possibility of increased membership over the next fiscal year, as well as the importance of secondary funding. There is an increased travel budget over the previous fiscal year, and work within the strategic plan are in the proposed budget. The board discussed the membership incentive program and the need to evaluate the success of the program following the current fiscal year. Outreach will be done to states that participated to obtain information about lessons learned from the first year of the program. The board will be kept informed as this work is handled by staff.

Mr. Woodside reviewed for the board the remaining items in the proposed budget. The National Assembly in 2023 will be held as a hybrid event with the same bylaw compliant attendees, the travel budget has increased for the National President and the Division Presidents in the proposed budget, and there are funds for the ongoing DEIA work of the association.

IT WAS MOVED BY SALVADOR, SECONDED BY RAIBER, AND CARRIED UNANIMOUSLY TO ADOPT THE PROPOSED FY 2022-2023 BUDGET AS PRESENTED.

WITHOUT OBJECTION, IT WAS CARRIED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 8:00 P.M.

WITHOUT OBJECTION, IT WAS CARRIED UNANIMOUSLY TO RETURN TO REGULAR SESSION AT 8:38 P.M.

IT WAS MOVED AND CARRIED UNANIMOUSLY TO CONFIRM ACTION TAKEN IN EXECUTIVE SESSION TO AMEND THE EXECUTIVE DIRECTOR/CEO CONTRACT COMPENSATION AND TO AUTHORIZE THE PRESIDENT TO EXECUTE THE NECESSARY DOCUMENTS EFFECTIVE APRIL 1, 2022.

President Spradley reviewed for the board the current NAFME Equity Committee roster. President Spradley asked President-Elect Scott Sheehan to review for the board a request for an additional member of the Equity Committee. Mr. Sheehan discussed with this board recent dialogue with WMEA (WI) State Executive Laurie Fellenz. Ms. Fellenz is also the Chair-Elect for the Council of State Executives and would be a welcome addition to the Equity Committee as she has been an active participant in the Equity Leadership Institute and in meetings with the State Executives.

IT WAS MOVED BY SHEEHAN, SECONDED BY SALVADOR, AND CARRIED UNANIMOUSLY TO APPROVE THE APPOINTMENT TO THE EQUITY COMMITTEE:

- *LAURIE FELLEZ, WMEA STATE EXECUTIVE*

President Spradley provided an update about work of the Equity Committee. The Equity Committee policy needed to be revised following the April Bylaw Amendments vote of the membership in order to be policy compliant. The Equity Committee met on May 17, 2022 to determine the nominations for appointment to the board. The board discussed the process used by the Equity Committee to determine their nominations. President Spradley provided the background of each member of the Equity Committee and how that expertise would be effective for the association.

IT WAS MOVED BY SALVADOR, SECONDED BY BROWNELL, AND CARRIED UNANIMOUSLY TO ACCEPT THE I.G.004 EQUITY COMMITTEE POLICY REVISIONS AS PRESENTED.

IT WAS MOVED BY WILLIAMS, SECONDED BY TENGOWSKI, AND CARRIED UNANIMOUSLY TO APPROVE THE APPOINTMENTS OF THE EQUITY COMMITTEE NOMINATIONS TO THE NEB:

- *ALICE HAMMEL*
- *LENORA HELM HAMMONDS*

President Spradley asked North Central Division President Karen Salvador to provide an overview of the work on anti-divisive topics. Ms. Salvador spoke of next steps on this project that included the creation of a 2-pager document that will provide information on what states have these laws in effect and which states are currently working on creating these laws. Ms. Salvador requested any states that have information on this topic and where it stands in the state to reach out to her with that information.

VII Old Business

A National Assembly 2022

President Spradley asked Mr. Sheehan to provide an update about National Assembly 2022. Mr. Sheehan reviewed the policy for the board regarding approval of proxies to

the National Assembly. The board has seen the list of proxy requests for May and will be provided a list in June if other requests come through.

B NAFME Strategic Plan

President Spradley updated the board on the strategic plan work. In April, a survey was sent to the general membership and remained open for a month. The survey garnered engagement from nearly 200 members who provided feedback on the strategic plan. Those suggestions will be reviewed by President Spradley and Mr. Sheehan and then given to the writing teams for further review and next steps.

VIII Adjournment

IT WAS MOVED BY SALVADOR, SECONDED BY WILLIAMS, AND CARRIED UNANIMOUSLY TO ADJOURN THE NATIONAL EXECUTIVE BOARD MEETING ON THURSDAY, MAY 26, 2022, AT 9:25 P.M. CENTRAL TIME.



**National Executive Board Agenda
Thursday, May 26, 2022 - 6:00 pm-8:00 pm CENTRAL
Virtual Meeting**

Review & Adoption of Agenda

Confirm the Consent Agenda

- Approval of March 29, 2022 Minutes Consent
- Approval of JRME Editorial Committee Appointments Consent
- Approval of UPDATE Editor Appointment Consent
- Approval of UPDATE Editorial Committee Appointments Consent
- Approval of SRME 2022 Senior Researcher Awardee Consent
- Approval of SMTE Executive Board Appointments Consent
- Approval of JMTE Editor Appointment Consent
- Approval of JMTE Editorial Committee Appointments Consent
- Approval of May 2022-May 2024 Equity Committee Appointments Consent
- Approval of PDC Tri-Chairs Consent
- Approval of PDC Tri-Chair-Elect Consent
- Approval of the Chair-Elect of the Choral Council Consent
- Approval of Proxy Requests to the National Assembly 2022. Consent

Pages 1-9

Suggested Motion: Move to adopt the agenda including the consent agenda with flexibility as directed by the President as presented.

Topics

- Meeting Expectations Informational Pages 10-12
- Financial Report Informational Pages 12-22
 - NAFME 990 Tax Documents Action Pages 23
Appendix A, B
Suggested Motion: Move to accept the 990 tax documents, file and post the NAFME 990 tax documents in accordance with NAFME policy.
 - Bequest from Member Action Page 24
Suggestion: Discuss whether to approve asset designation as operating funds or reserve funds.
 - XX.XX.XX SMTE Conference Policy Draft Action Pages 25-26
Suggested Motion: Move to approve the SMTE Conference Policy as presented.
 - III.A.001 NAFME Budget Policy – REDLINE Action Page 27

Appendix C

Suggested Motion: Move to approve III.A.001 NAFME Budget Policy as presented.

- Adoption of NAFME 2022-2023 Budget Action Pages 28-33

Appendix D

Suggested Motion: Move to adopt the proposed FY 2022-2023 budget as presented.

- Q3 Management Report Informational

Appendix E

- Equity Committee Update
 - I.G.004 Equity Committee Policy REDLINE Action Pages 34-39
Suggested Motion: Move to accept the I.G.004 Equity Committee Policy revisions as presented.
 - Equity Committee Nominations to the NEB Action Page 40
Suggested Motion: Move to appoint the Equity Committee nominations to the NEB, Alice Hammel, Lenora Helm Hammonds.
 - Approval of May 2022-May 2024 Equity Committee Appointments Consent Page 41
 - Anti-Divisive Topics Strategies and Resources Project Discussion Pages 42-43
- NAFME Elections
 - I.J.002 Conduct of Elections Policy REDLINE Action Pages 44-47
Suggested Motion: Move to accept the I.J.002 Conduct of Elections Policy revisions as presented.
 - Timeline for Division Nominating Committee Informational Page 48
- NAFME Strategic Plan Discussion Pages 49-53
- Reports of the NEB Liaisons Informational Pages 54-60
- National Assembly 2022
 - Proxy Requests Consent Pages 61
- Executive Session Discussion

Appointments Consent Pages 62-73

- **Suggested Motion:** Move to adjourn the NEB meeting on Thursday, May 26, 2022.