



**APPROVED Minutes  
National Executive Board  
Virtual Meeting  
April 27, 2021 – 6:00 pm – 9:04 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)  
James Daugherty, President-Elect, Southern Division (2020-2022)  
Scott Hedgecock, President-Elect, Western Division (2020-2022)

**IV Guest**

Eileen Johnson, Partner, Whiteford, Taylor & Preston LLP (Executive Session)

## **V Call to Order**

President Mackie V. Spradley called the meeting to order at 6:00 p.m. Central Time on Tuesday, April 27, 2021.

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

*IT WAS MOVED BY BARNES, SECONDED BY BUSH, 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 MARCH 30, 2021 NEB MEETING*

## **VII Executive Session**

*WITHOUT OBJECTION, IT WAS CARRIED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 6:00 P.M.*

*WITHOUT OBJECTION, IT WAS CARRIED UNANIMOUSLY TO RETURN TO REGULAR SESSION AT 6:54 P.M.*

Observers were excused from executive session at 6:00 p.m. and invited to return to the regular session at 6:54 p.m.

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

The National Executive Board went back into regular session at 6:54 p.m.

*IT WAS MOVED BY GREENE, SECONDED BY RAIBER, AND CARRIED UNANIMOUSLY TO CONFIRM THE ACTION TAKEN IN EXECUTIVE SESSION THAT CHRISTOPHER B. WOODSIDE BE HIRED AS THE EXECUTIVE DIRECTOR OF NAFME BEGINNING ON APRIL 1, 2021 AND TO AUTHORIZE PRESIDENT SPRADLEY TO EXECUTE THE NECESSARY DOCUMENTS EFFECTIVE IMMEDIATELY.*

## **VIII Reports**

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

President Spradley requested Chief Financial Officer Mr. Moore provide an update on the NAFME Audit. The audit was provided to NAFME the second week of February. It was a clean audit, and there was no management letter or comments. This indicates NAFME has spent the past year streamlining financial processes and ensuring NAFME follows financial best practices. The Audit Committee met to review the audit. The meeting included the Auditor, as well as Mr. Moore and Mr. Woodside, Interim Executive Director. The Audit Committee was able to ask questions of the Auditor and Mr. Moore as they reviewed the audit. Northwest Division President Scott Barnes and Southern Division Immediate Past President Dian Eddleman reported these same details to the board as well as noting questions were answered thoroughly, clearly and concisely.

*IT WAS MOVED BY WILLIAMS, SECONDED BY SHANE-BOYD, AND CARRIED UNANIMOUSLY TO ADOPT THE AUDITOR'S REPORT, FILE AND POST THE NAFME FY 2020 AUDIT REPORT IN ACCORDANCE WITH BOARD POLICY.*

President Spradley requested Mr. Woodside provide an update on policy V.F.001, the Written Information Security Policy. This policy is provided to the state MEAs on an annual basis and Mr. Woodside asked NAFME's Counsel to review the document to ensure the language was up to date with current local and federal law. Counsel recommended the edits as presented and the board was asked to approve all substantive, versus editorial, changes to this policy before it is distributed to the state MEAs.

*IT WAS MOVED BY RAIBER, SECONDED BY BARNES, AND CARRIED, SANZ ABSTAINING, TO APPROVE THE CHANGES TO POLICY V.F.001, THE WRITTEN INFORMATION SECURITY POLICY, AS PRESENTED.*

President Spradley asked Mr. Moore to provide the financial report for the board. A summary analysis of actuals vs budget month to date (MTD) and year to date (YTD) was presented. The financials are on par with this same time in the prior year. The cash investments have bounced back from the losses earlier this year. The MTD financials are up for the first time this year. Additional savings are expected from recently outsourcing NAFME mailing services, which have also resulted in more efficient output, and smoother processes of moving mail at a more rapid pace. NAFME pays a storage fee for inventory and for boxes and envelopes but members now pay a fair price based on what is shipped. The turnstile report shows the least variance we have seen through the entire FY to date.

President Spradley asked Mr. Woodside to provide an update on the recent member surveys that have gone out through the Spring. Mr. Woodside reported three hundred plus responses from the lapsed member survey. Preliminarily, these results fall into two camps; members who do not have the finances to renew, and members who plan to return after the pandemic. At this point, it is difficult to know how and when those renewals might happen.

Mr. Woodside also reported on the recent budget survey that was sent to all members. This survey is open April 14-30, 2021. The data from this survey will be summarized by the Accounting Department and will be taken into consideration by the Finance Committee during the upcoming budget process. The response rate has been very high, especially compared to past years. Responses are currently at seven hundred plus with a few more days before the survey closes. There is positive feedback on the services NAFME has offered during the pandemic, advocacy work, and support of the work and activities of the MEAs. The highest percentage of responses are about the DEIA work of the association. Responses are nearly evenly divided with slightly more in favor of the DEIA work currently happening. The board continued the discussion of the current DEIA work of the association with specific focus on the Black Live Matter: What We Believe statement banner on the NAFME website. The board discussed the future of NAFME equity messaging and the most effective strategy for conveying it.

President Spradley provided the board with an update on a symposium that was being considered to further the conversation on DEIA work with the membership. This symposium work would begin before National Assembly and would culminate at National Assembly. The symposium would include the board, the NAFME Equity Committee, members of state MEA Equity Committees, and members of the association. The consensus of the board was to update the website rotator with an announcement about the symposium when those details were available.

President Spradley requested Interim Executive Director Christopher Woodside update the board about recent MEA activity. Mr. Woodside updated the board on plans to move forward in the new FY to continue to provide service to NAFME members in Illinois, pending the departure of ILMEA as a NAFME affiliate. Staff is creating messaging to those members with options on how to maintain their memberships with NAFME. The board requested more time to discuss this topic and think on all the options offered through policy and the bylaws.

**B Report of Chair, Professional Development Committee (PDC)**

President Spradley asked Chair Judy Bush to provide an update to the board on the work of the PDC. Ms. Bush informed the board that the Chair of the Music Composition Council, Dr. Rob Deemer, was continuing work on a new webinar form to streamline the process of submissions. The PDC continues their work to update the current webinar offerings in NAFME Academy by utilizing the Chairs of the Societies and Councils to review these materials, as well as the authors of the webinars. The PDC would like to open this process up to membership to score the webinars and provide additional feedback on the webinars. Ms. Bush also confirmed the PDC is beginning to review the policies subjected to variance in order to bring recommendations to the board to review for new policy language.

**C Report of Editor, *Music Education Journal (MEJ)***

President Spradley informed the board that one of the Editorial Committee members of *MEJ* had requested a leave of absence through January 2022. The Editor of *MEJ* has chosen a substitute to fill the role for that timeframe.

**IX Old Business**

**A 2022 ANHE**

President Spradley asked Chair Scott Sheehan to provide an update to the board on ANHE. Mr. Sheehan is working with staff on the best plan to move forward with opening applications for the event, as well as continuing to line up conductors for the event. The board will be provided updates, as the situation evolves.

**B 2021 National Assembly & Fall Division Meetings**

President Spradley requested the board continue this discussion at the next board meeting, as the schedule for National Assembly is finalized.

**X New Business**

**A 2021 National Assembly Planning**

President Spradley reported to the board that staff would follow up with a draft schedule and planning documents for the upcoming virtual National Assembly.

**XI Adjournment**

*IT WAS MOVED BY WILLIAMS, SECONDED BY GREENE, AND CARRIED UNANIMOUSLY TO ADJOURN THE NATIONAL EXECUTIVE BOARD MEETING ON TUESDAY, APRIL 27, 2021 AT 9:04 P.M. CENTRAL TIME.*



**National Executive Board Agenda  
Tuesday, April 27, 2021 - 6:00 pm-8:30 pm CENTRAL  
Virtual Meeting**

I	Review & Adoption of Agenda Confirm the Consent Agenda <ul style="list-style-type: none"> <li>○ Approval of the Minutes of the March 30, 2021 NEB Meeting</li> </ul>	Consent	Pages 1-9
II	Reports		
A	Report of Chair, Executive Committee <ul style="list-style-type: none"> <li>• NAFME Audit (Appendix A1, Appendix A2)</li> <li>• Financial Reports           <ul style="list-style-type: none"> <li>• Member Survey Data Update</li> <li>• Travel in 2022 and Beyond               <ul style="list-style-type: none"> <li>• ANHE</li> <li>• National Assembly 2022</li> </ul> </li> </ul> </li> <li>• V.F.001 - Written Information Security Policy (Appendix B1, Appendix B2)</li> <li>• Bylaw Amendment</li> <li>• Equity Committee Update           <ul style="list-style-type: none"> <li>• Equity of Compensation</li> </ul> </li> <li>• Strategic Planning Update</li> <li>• MEA Updates</li> </ul>	Action  Informational Informational  Discussion Discussion Action  Discussion Discussion Discussion Discussion	Pages 10-11  Pages 12-20 Pages 21-23   Page 24   Pages 25-33
B	Report of Chair, Professional Development Committee (PDC)	Informational	Page 34
C	Report of the Editor, <i>Music Educators Journal (MEJ)</i> <ul style="list-style-type: none"> <li>• Editorial Committee Member Substitute</li> </ul>	Informational	Page 35
III	Old Business		
A	2022 ANHE	Discussion	Pages 36
B	2021 National Assembly & Fall Division Meeting <ul style="list-style-type: none"> <li>• Dates</li> <li>• Common Agenda Items</li> </ul>	Informational Informational	Page 37 Page 37
IV	New Business		

