

Nebraska Music Educators Association Executive Board Meeting
August 16, 2008
University of Nebraska at Kearney
College of Education Building
Kearney, Nebraska

The summer meeting of the Nebraska Music Educators Association Executive Board was called to order by President Rex Barker at 10:00 a.m., August 16, 2008 with all officers and apprentices present.

Secretary/Treasurer Bryan Johnson presented the minutes of the May 3, 2008 Executive Board Meeting. **On a motion by Neal Schnoor, seconded by Roger Thaden, the minutes were approved as presented. Motion carried unanimously.**

Secretary/Treasurer Johnson presented a treasurer's report indicating a checking account balance of \$3,278.39, a scholarship account balance of \$3,858.21, and certificates of deposit totaling \$116,484.11. **On a motion by Neal Schnoor, seconded by Tom Jaworski, the treasurer's report was accepted as presented. Motion carried unanimously.** Secretary/Treasurer also shared a mid-year budget report and an overview of income/expense trends over the past 14 years.

BOARD REPORTS

PRESIDENT – Rex Barker reported on several items:

- The shuttle service has been secured for the 2008 conference.
- Rex has worked with UNL to secure new contracts. The contracts have been finalized through 2011. The site honorarium will increase to \$3,500.00 this year (2008). The honorarium will be \$4,000.00 in 2009 and \$4,500.00 in 2010.
- Rex will soon need to know the housing needs for board members, clinicians, and conductors.
- Rex will be in touch with the new Commissioner of Education as soon as someone is selected for that position. He will be contacting the search committee with suggestions that they seek an individual who understands the role of music in a complete education. Governor Heineman will be invited to attend this year's conference.
- Upcoming meetings include:
 - Wednesday, November 19 – Informal dinner meeting.
 - Thursday, November 20, 4:30 p.m. – Dinner meeting.
 - Thursday, November 20, 6:30 p.m. – Annual business meeting.
 - Friday, November 21, 9:00 p.m. – Informal reception.
 - Saturday, November 22, 9:30 p.m. – Dinner meeting to celebrate the conclusion of the conference.

PRESIDENT-ELECT – Neal Schnoor presented a review of the 2008 conference program and a tentative schedule for the 2009 conference. He asked board members to review the 2009 schedule very carefully because of the problems involved with moving one day earlier. He asked what policy should be if students cannot attend a rehearsal due to church obligations on Wednesday evening. 2009 changes include the Wednesday start, the CMENC recital moved to Westbrook as St. Paul's is not available on a Wednesday evening, the annual membership meeting on Wednesday evening, and CMENC sessions on Wednesday.

There was considerable discussion on the best way to handle the conflicts that may arise with All-State students having a rehearsal on Wednesday evening – the traditional “church night.” It was suggested that a question to this effect could be placed on the student contract – “Will you have to miss the Wednesday chair placements or Wednesday evening rehearsal because of religious obligations? (The exact wording is yet to be determined.)

Roger Thaden asked if this matter needs to be stated as an NMEA policy. Discussion continued on the best way to handle this situation. The ensemble chairs expressed support for a written policy so everyone could see exactly how each situation would be handled. President Elect Schnoor will work with other board members to draft a proposed policy by the November general meeting. The policy needs to be ready to present to the membership at that time (one year prior to its implementation).

IMMEDIATE PAST PRESIDENT – Lance Nielsen presented the slate of officers that have agreed to run for election this year:

- Membership/Mentoring Chair – Debra Lund (Omaha) and Sharon Hoffman (Bayard)
- Chair of Choral Affairs – Clayton Moyer (Kearney) and Doran Johnson (Omaha Westside)
- Chair of Orchestral Affairs – Patty Ritchie (Millard West)
- Chair of Middle Level/Junior High Affairs – Sarah Boeka (Blair) and Diane Lewis (Lincoln)
- Chair of College/University Affairs – Doug Bush (UNL) and Clark Roush (York)

There was discussion on whether or not another candidate needs to be recruited for the Chair of Orchestral Affairs position. One additional person was suggested to Lance. He will explore that possibility.

SECRETARY/TREASURER – Bryan Johnson reported on several items:

- The budget is a concern as expenses have been higher than anticipated, especially in areas of mileage, air transportation, All-State music, postage, and printing. In order to keep a positive cash flow several orders for the fall conference have been delayed until third quarter income comes in.
- In order to maximize CD income, funds from low interest rate CDs have been transferred to high yielding CDs.
- NMEA funds were located in the state's unclaimed property account. \$210.00 was returned to NMEA.
- Summer projects have been completed, including revisions of the 2008 Auditions Book and CD, the conference database has been rebuilt, the All-State database has been updated, All-State judging forms were revised and placed on the NMEA website, the All-State application forms have been revised, and a conference registration can now be completed on the NMEA website.
- Joyce and Bryan attended the MENC state manager's meetings in July. As always, these meetings are very valuable in keeping NMEA up to date on the latest issues facing state associations.
- A search is being held to hire a firm to handle mass emails. Bryan needs advance time to send out an email message to the membership. Please try to anticipate when a message needs to be sent and get the wording to him as far ahead of the mail out date as possible.
- Sale of All-State rehearsal CDs is going well and membership totals remain high.

EXECUTIVE DIRECTOR/EDITOR – Joyce Patch reported on several items:

- The principal's newsletter and the exhibit contracts were mailed on August 1. A flyer has been prepared to share with administrators at the ESUs. This flyer promotes the NMEA/ESU workshops.
- The August issue of the *Nebraska Music Educator* was sent to the NMEA membership and all music teachers in the state. A conference registration form is now on the website.
- The computers in Joyce's office are showing their age and will probably need to be replaced next year.
- Meeting rooms and hotel rooms have been reserved for the weekends of October 11 in Grand Island (Auditions Day) and October 17 in Lincoln (instrumental selection meeting). All-State results are scheduled to be posted on-line on Tuesday, October 21.
- Work has started on the conference pages of the October issue of the *Educator*. Please send all information about the conference as soon as possible.
- The Music Program Feature in the *Educator* will be dropped. There were not enough volunteer schools to make the program work.

- The August issue of the *Educator* features a photo tour of MENC headquarters. As most NMEA members never get a chance to see the national office, this feature was designed with the help of MENC to bring the home office to them!
- Keeping the website current is a continuous job. Please let Joyce know if anything needs to be changed or updated.
- Nominations are due for this year's NFHS Music Award.
- NSAA has asked NMEA for feedback regarding their proposed *Outstanding Performance Award*. They also would like our help in opening discussions about developing a prescribed repertoire list for District Music Contest.
- NMEA's conference dates through 2015 have been sent to NSAA so those dates could be included in their newsletter.
- Recipients of NMEA's Distinguished Service Awards will be chosen at this meeting.
- Keep thinking ahead to NMEA's 75th anniversary celebration in 2012.
- Conference presidors will be selected soon. An email message will be sent to NMEA members that asks them to go to the website to look at the conference schedule and sign up for specific concerts and sessions.
- A subject is needed for next year's calendar photo.
- Deadlines are very important between now and the conference. Be sure to check all deadlines that apply to your position on the board and make sure you meet those deadlines.

ADVOCACY/PUBLIC RELATIONS – Judy Bush reported that she has met with representatives from *Nebraskans for the Arts* to discuss mutual concerns and goals. Judy represented NMEA at the NCDA Conference at Doane College on July 14-15. Chorus CDs were available for purchase at that conference.

Mitzi Hoback, chair for the ESU statewide Staff Development Affiliate, is working with NMEA to provide music teacher in-service opportunities. Work is underway to provide in-service in Nebraska City in February, 2009. NMEA did not attend the NCSA Conference this summer. Efforts will continue to maintain a good relationship with that organization. NCSA has a magazine and has asked if NMEA wishes to advertise.

Judy has talked with Janet Howard at NET about televising the All-State concerts. In the past there was a problem with cameras and crews not being available as they were televising the state football championships at the same time as the concerts. Perhaps the concerts can be televised in 2009 as the football games will not be played on the same day as the concerts.

Judy asked if the All-State student reception is still a viable part of the student's schedule. Do we want to continue the reception? Should changes be made? Should the reception be dropped from the schedule? Discussion followed on whether or not the reception has a purpose other than a food break and whether or not it should continue. A straw poll of board members indicated that the reception should no longer be held. Board members will continue to meet with All-State ensembles but the main change will be getting CMENC students involved. Jody Neel will help line up CMENC volunteers to visit with All-State students about making music education their career.

CHAIR OF COLLEGIATE MEMBERS (CMENC) – Jody Neel reported that CMENC materials are being placed in the NMEA Archives. CMENC materials have been reorganized and updated. Jody is working with chapter presidents to determine their delegates for the election.

CHAIR OF AUDITIONS – Tom Jaworski reported that the vocal and instrumental site manuals have been sent out as electronic files. Volunteers are needed to cover several of the audition sites on October 11. It is best if a board member be at each audition site. Tom passed around a sign-up sheet for the site representatives and will need to recruit a few additional representatives.

At the summer NSBA convention there was general acceptance and support for ninth grade eligibility for students auditioning for All-State ensembles. Members of NCDA overwhelmingly rejected that idea.

Tom thanked NMEA for providing financial support for his travel to the Maine MEA meeting in May.

CHAIR OF CHORAL AFFAIRS – Kelly Meyer reported that he met with Choir Conductor Jim Rodde at the summer NCDA convention and all is ready for this fall's All-State Chorus. Two seating charts will be used for the Chorus. The audition CDs are being prepared by Part Predominant and are to be delivered by September 15. The process of updating the chorus packets and the computer paperwork is underway.

Kelly also updated the board on details of the discussions held at summer NCDA regarding ninth grade eligibility for All-State. There was some discussion of the reasons why NCDA members were against ninth grade eligibility. Bryan Johnson cautioned the board that board policies and decisions based on those policies must meet legal standards as they apply to 501(C)3 non-profit organizations.

The meeting recessed for lunch at 12:05 p.m. and reconvened at 1:00 p.m.

[Due to band camp obligations, Neal Schnoor, Jody Neel, and Ashley Lawton were excused from the meeting for the afternoon session.]

CHAIR OF ORCHESTRA AFFAIRS – Dave Klein reported all music for the 2008 Orchestra has been rented or borrowed. Bowings are being marked in string parts.

CHAIR OF BAND AFFAIRS – Michelle Bluford reported that she and Kim Wiedeman are coordinating the responsibilities for the All-State Band and Jazz Band.

TRI M CHAIR – Becky Wilhelm reported that the Tri-M Symposium will be held on November 20 at the NU Student Union. Presenters include Dr. Kelly Wacker (audiologist), Peter Boonshaft, and Lance Nielsen. There are 19 active chapters in the state. Ponca Public School has just started a new chapter and several music teachers have expressed an interest in starting a chapter.

CHAIR OF MIDDLE LEVEL/JUNIOR HIGH AFFAIRS – Michael Koch reported that he soon will begin lining up presiders for this fall's conference. An email message will be sent to the membership that directs them to the conference schedule on the NMEA website. Using that schedule, presiders will be able to select the sessions and concerts they wish to cover. This should make for fewer changes as the conference dates approach.

CHAIR OF ELEMENTARY/GENERAL MUSIC AFFAIRS – Nicole Chapman reported that plans are proceeding for a "Meet and Greet" with the featured clinician and elementary teachers. Representatives from Sonor and West Music have agreed to donate some instruments/resources for a drawing.

HISTORIAN – Duane Johnson reported that work on the archives is an ongoing process. A fall letter will be sent to retirees in September. The Past President's Council will meet during the conference.

Five persons received material for the Hall of Fame. One was elected last year but deferred to this year. One deferral from last year was elected. One person was elected based on letters received this fall. Duane explained the Hall of Fame deferral policy and the rationale behind it.

There was some discussion about moving NMEA archives to a digital format. Many of the materials (photos, programs, etc) are irreplaceable. Keeping a digital copy would help make the archives much more accessible. Work in this area will proceed after the conclusion of this year's conference.

CHAIR OF COLLEGE/UNIVERSITY AFFAIRS – Jan Harriott reported that there are two applicants for the student teacher grants and one applicant for the Outstanding Chapter Award. There is some confusion about the wording of the student teacher grant application regarding the timing for applying for the grant. The wording will be revised to eliminate confusion. Jan will work with Jody Neel to determine if any changes are necessary in the application for the Outstanding Chapter Award.

EXHIBITS – Marilyn Godby reported that contracts are beginning to arrive. Marilyn also updated all aspects of exhibits for 2008 (prices, cancellation policy, hospitality, exhibit hours, Embassy charges, etc.) Midwest Tent & Events will handle booth signs and pre-shipment and post-shipment of exhibit materials. MENC Resource Shop will attend this fall's conference.

Marilyn expressed some concern that this year's exhibit space may not be full since the economy is forcing cutbacks in the travel and exhibiting budgets of many firms.

RESEARCH – Daniel Laing is working on a possible Research Poster Session at the NMEA Conference. This will not be a peer reviewed session but will be open to all undergraduate and graduate music education majors. Invitations may go out to students from surrounding universities and colleges.

MEMBERSHIP/MENTORING CHAIR – Roger Thaden reported that the membership calendars are now at the printer. 34 out of 36 possible advertising spaces were sold this year. The All-State medallions have been ordered. Additional award certificate frames have also been ordered.

INFORMATION ITEMS

NFHS MUSIC AWARD – The Nebraska School Activities Association has asked for nominees for this year's award. This year they suggested that an instrumental teacher be nominated, either an active teacher or someone who is retired. Several names were suggested. A vote took place and the suggested nominee's name will be forwarded to NSAA.

NSAA DISTRICT MUSIC CONTEST PROPOSED CHANGES – NSAA has asked NMEA and other state music organizations for input about two proposals: (1) An outstanding performance award that would be presented by each contest adjudicator for the best solo or small ensemble performance at their adjudication site. (2) The development and use of a prescribed music list.

A short discussion was held on these changes and President Barker encouraged individual board members to contact directors in their area to share information and contact Bud Dahlstrom at NSAA with their ideas, comments, and suggestions.

2009-2010 MEMBERSHIP CALENDAR PHOTO – The board discussed possible photo subjects for the 2009-2010 calendars. It was decided to take a photo of current and former board members. Joyce Patch will contact Roger Elrod to set up the details of this photo. The best time and place is likely at the Cornhusker Grand Staircase just prior to the start of the banquet.

NMEA BOARD SHIRTS – President Barker reminded board members to get their shirt orders to him. All board members should have their shirts either by the All-State auditions on October 11 or the conference in November.

AGENDA ITEMS

A motion to add an agenda item regarding the 2007 Financial Report to the consent agenda was made by Lance Nielsen, seconded by Kelly Meyer. Motion carried unanimously.

A motion to add an agenda item regarding the 2007 990 Tax Forms to the consent agenda was made by Lance Nielsen, seconded by Kelly Meyer. Motion carried unanimously.

A motion to approve the agenda for the August meeting was made by Lance Nielsen, seconded by Jan Harriott. Motion carried unanimously.

CONSENT AGENDA

Motion by Lance Nielsen, seconded by Tom Jaworski: The consent agenda will be adopted. Motion carried and the following motions were approved:

(Offered by Joyce Patch) **NMEA will make a donation of \$50.00 to the NMDEA/NMEA Grant Fund in memory of April Bishop.**

(Offered by Lance Nielsen on behalf of Bryan Johnson) **The NMEA Executive Board formally accepts the 2007 financial review as prepared by the accounting firm of Morrow, Davies and Toelle. Motion carried unanimously.**

(Offered by Lance Nielsen on behalf of Bryan Johnson) **The NMEA Executive Board formally accepts the 990 non-profit organization tax forms for 2007 as prepared by the accounting firm of Morrow, Davies and Toelle. Motion carried unanimously.**

ACTION ITEMS – OLD BUSINESS

CONTRACT WITH CONSORTIUM COMPOSERS – Motion by Tom Jaworski, seconded by Roger Thaden: NMEA will enter into a contract with the consortium of composers that Nolan Schmit has assembled to compose a third set of NMEA All-State instrumental auditions to be completed by January 1, 2010. Tom explained the process that will take place, with Nolan Schmit, Anthony Falcone, and Tyler White sharing the composing duties. A retainer will be paid after the contracts are signed with the remainder of the commission payable upon conclusion of the project. Separate contracts will be drawn up for each composer. **Motion carried unanimously.** Tom was authorized to finalize the contracts as presented.

ACTION ITEMS – NEW BUSINESS

NMEA EXECUTIVE COMPENSATION POLICY – Motion by Lance Nielsen, seconded by Nicole Chapman, that NMEA adopt the following as official policy: (All NMEA board members were given the opportunity to study the following policy and ask questions about its content and intent.)

Nebraska Music Educators Association (NMEA) Executive Compensation Policy

Compensated employees of the Nebraska Music Educators Association are the Executive Director/Editor and the Secretary/Treasurer. All other elected board members and appointed board members serve without compensation.

The base salary of the Executive Director and the Secretary/Treasurer will be set by an executive compensation committee consisting of the NMEA President, NMEA President-Elect, and the NMEA Immediate Past President on an annual basis. Increases in the base salary will be based on a 6 % annual increase, depending on the approval of the executive compensation committee. The annual base salary and the projected percentage for annual increase will be evaluated each year at the time the NMEA budget committee meets. The executive compensation committee will recommend compensation increases to the full NMEA board for formal approval at the January/February board meeting.

Nebraska Music Educators Association offers no incentive or bonus compensation, severance and change-of-control payments, non-qualified deferral payments, or other fringe benefits. Nebraska Music Educators Association does not offer a benefits package (health or dental insurance, life insurance, IRA or annuity, etc).

Compensated employees and non-compensated board members are not expected to pay normal association expenses out of their own funds. Association expenses paid by compensated employees or board members will be reimbursed by NMEA. Such normal association expenses include, but are not limited to, office supplies, postage, and travel expenses and meals while on association business. All requests for reimbursements must be made using a NMEA expense voucher with all appropriate receipts.

Motion carried unanimously.

NMEA DOCUMENT DESTRUCTION POLICY – Motion by Lance Nielsen, seconded by Kelly Meyer, that NMEA adopt the following as official policy: (All NMEA board members were given the opportunity to study the following policy and ask questions about its content and intent.)

Nebraska Music Educators Association Document Destruction Policy

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored.

The following table provides the minimum requirements for retention of documents of the Nebraska Music Educators Association.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently

Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

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Motion carried unanimously.

NMEA EMPLOYEE PROTECTION POLICY – Motion by Lance Nielsen, seconded by Jan Harriott, that NMEA adopt the following as official policy: (All NMEA board members were given the opportunity to study the following policy and ask questions about its content and intent.)

**Nebraska Music Educators Association
Employee and Board Member Protection (Whistleblower) Policy ***

If any employee or board member reasonably believes that some policy, practice, or activity of the Nebraska Music Educators Association is in violation of law, a written complaint must be filed by that employee or board member with the Executive Director or the Board President.

It is the intent of the Nebraska Music Educators Association to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees/board members is necessary to achieving compliance with various laws and regulations. An employee/board member is protected from retaliation only if the employee/board member brings the alleged unlawful activity, policy, or practice to the attention of the Nebraska Music Educators Association and provides the Nebraska Music Educators Association with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The protection described below is only available to employees/board members that comply with this requirement. The Nebraska Music Educators Association will not retaliate against an employee/board member who in good faith, has made a protest or raised a complaint against some practice of the Nebraska Music Educators Association, or of another individual or entity with whom the Nebraska Music Educators Association has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Nebraska Music Educators Association will not retaliate against employees/board members who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the Nebraska Music Educators Association that the employee/board member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee/Board Member Signature

Date

* Courtesy of the Nonprofit Risk Management Center

Motion carried unanimously.

AUDIT COMMITTEE – A motion was made by Tom Jaworski, seconded by Nicole Chapman, that NMEA establish a standing Audit Committee with members appointed by the NMEA President. Motion carried unanimously. The duties of this committee will be to study the financial reports as presented by the Secretary/Treasurer, to oversee the financial report and 990 forms as prepared by the

accounting firm, and to report all findings to the NMEA Board as deemed necessary. President Barker appointed Matt Sheppard, Michelle Bluford, and Becky Wilhelm to this committee.

DISTINGUISHED SERVICE AWARDS – Lance Nielsen nominated Barb Mock for a Distinguished Service Award. Marilyn Godby and Roger Thaden nominated Mick Patch for a Distinguished Service Award. Both of these nominations received unanimous approval from the board.

ADS IN THE NCDA NEWSLETTER – It was moved by Kelly Meyer, seconded by Roger Thaden, that NMEA consider placing ads in the three issues of the NCDA “Short Notes” newsletter. Judy Bush explained that she has been asked if NMEA would advertise in the newsletter to promote items of specific interest to vocal music educators. Bryan Johnson asked if a reciprocal agreement for advertising space would be considered. **The motion to consider this request was carried by voice vote with one dissention.** No further action was taken at this time.

OTHER NEW BUSINESS

- Valentine High School has asked to be considered as an All-State audition site. Currently schools from that area of the state have to travel a great distance to get to an audition site. This request has been turned over to the Audition Chair. Tom Jaworski and Matt Sheppard will research how this change would impact auditions at other sites.
- President Barker went through the calendar for 2009 to begin the process of determining the best meeting dates for next year.

A motion to adjourn was made by Tom Jaworski, seconded by Roger Thaden, and the meeting adjourned at 2:45 p.m.