SESSION I

I. CALL TO ORDER
MMEA President Dan Hampton called the meeting to order at 9:00 am.
Board members not present: Eric Anderson, Adrian Davis, and Erin Holmes.

II. MINUTES
President Dan Hampton presented the minutes from the September 8, 2018 board meeting for board approval.

It was moved by Mike Ellingsen, seconded by Jennifer Greupner, and carried unanimously to approve the minutes from the September 8, 2018 Board of Directors meeting.

III. REVIEW AND ADOPTION OF AGENDA
President Dan Hampton presented the written agenda for review and adoption.

It was moved by Amanda Shultz, seconded by Sue Ellingsen, and carried unanimously to adopt the agenda with flexibility.

IV. FINANCIAL REPORT
President Dan Hampton presented the financial report.

The current reserve balance is $195,579. There is a goal of adding to the reserves each year to reach $210,000. An annual 3% surplus is the target.

MMEA provides fiscal services for MCUCM (MN College & University Chairs of Music). MCUCM assets are listed under custodial accounts.

MMEA will have a deficit of about $15,000 in 2018. Several things contributed to the loss. The February All-State Band/Orchestra concert was cancelled due to the weather. Central Lutheran was closed requiring catered lunches for All-State students. Issues including incidents at All-State camps and immigration law required legal counsel. Publication income for Interval was down.

Hampton examined the 2018 by expense type. AV sound equipment was over budget by 18% with using the Auditorium rather than Central Lutheran. Transportation costs are under budget due to All-State camps being centrally located. Hotel costs are over budget due to housing for section coaches at hotels rather than in dorms.

Program results were also revised. All-State camp is over budget due to higher expenses for section coach housing and on-campus parking costs. Midwinter Clinic income will meet targets after in-kind services and goods are recorded.

Travel Reimbursement Policy Recommended Updates
Recommended revisions to the Travel Reimbursement Policy were reviewed, such as reimbursement for ride-sharing services under ground transportation.

It was moved by Scott Rabehl, seconded by Randy Schafer, and carried unanimously to accept the January 2019 financial report as presented.

It was moved by Dave Lumley, seconded by Amanda Shultz, and carried unanimously to accept the Travel Reimbursement Policy as presented.

V. 2017 MMEA AUDIT REPORT DISCUSSION
Executive Director Mary Schaefle presented the 2017 Audit Report. With the move to a full audit as required by Minnesota law, MMEA expected an increase in staff time for preparation and field work. Audit report states MMEA staff followed the organization’s Financial Policies and Procedures. There was one audit entry related to receivables for deferred income (exhibits or registration for the following year’s Clinic). The auditor recommended changes to the method of recording deposits.

VI. MMEA BRAND, WEBSITE, & INTERVAL
Co-Editor Brandon Berger introduced new Co-Editor Tony Jirschele from Cloquet High School. MMEA chose AmplifyDMC to support the brand update, brand values, logo design, and website creation. A number of Board members participated in focus group discussions. The new logo will be revealed at the Midwinter Clinic. The organization will implement the new logo, website and Interval toward the end of the school year.

As part of the update, Interval will become an online resource library of posts from many voices and perspectives. In addition to authoring content, Board members will be responsible for reaching out for content from others. With an online publication, the tone and writing won’t have the same level of formality. We are in the process of crafting submission guidelines for authors.

VII. REVISION OF ALL-STATE RULES AND REGULATIONS
Band Vice-President Jennifer Greupner reviewed the proposed changes to All-State Rules and Regulations regarding chemical violations/eligibility. A review of MSHSL policy verified that chemical violations for Type II activities, including music, are determined locally. The revised All-State Rules focus on known violations during All-State camp and All-State February. Schools may have a local policy for honors and extracurricular music activities beyond the school day. MMEA will recognize any penalties enforced by the school under their local policy. There was discussion about providing more clarify related to vaping. It was also suggested that legal counsel may be needed.

It was moved by Laura Sandham, seconded by Pam Diem and approved unanimously, to direct the Executive Committee and All-State Vice Presidents to finalize All-State Rules and Regulations incorporating further considerations and possibly legal counsel.
VIII. PERPICH UPDATE
Perpich Center Music Education Coordinator Wendy Barden shared 2019 professional development opportunities for educators, focusing on standards implementation and equity in the arts. In addition, demonstration schools provide the opportunity to observe an educator in rehearsal with additional learning. Perpich Center for Arts Education is excited to offer arts educators a new resource opportunity via PCAE Google Classroom.

IX. LUNCH BREAK

X. MMEA BOARD STRUCTURE AND MEETINGS
President Dan Hampton noted the Executive Committee is considering a change to the Board committee structure so that meetings can focus more on future planning. Further discussion will happen in May.

XI. MED: MMEA EQUITY AND DIVERSITY
Executive Director Mary Schaefle reported MMEA received a $5,000 grant from the Country Music Association via NAfME. The project works with community musician experts, and music educators focusing on a new form of making music. The pilot project would involve two middle schools with high poverty and majority students of color.

XII. BUDGET REVIEW AND INPUT
Executive Director Mary Schaefle shared the 2019 budget assumptions, and the resulting increase of expenses by 18%. Salaries up 3 ½%, benefits up 10%, facilities services going down by $2,000, contract services going up by $13,000, AV and sound equipment up 10%, equipment purchase down by $4,000, percussion up last year, printing and postage going down, room and board going up 5%, bank and card fees going up by 15%, meals down by 20%.

It was moved by Scott Rabehl, seconded by Dave Lumley, and unanimously approved to direct the Executive Committee to ensure Executive Director prepares a budget for their approval by January 31.

XIII. MIDWINTER CLINIC
President-Elect Barry Zumwalde reviewed responsibilities of board members when hosting performing groups, demonstrations sessions, and sessions. He asked each Board member to sign up for one of the set up or tear down shifts, and be present at the General Session and Awards Ceremony. Board members were given performing group and demonstration sessions assignments. Session assignments will be emailed at a later date.

It was moved by Jaime Verkuilen, seconded by David Stordalen, and carried unanimously to adjourn the meeting.