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**MMEA BOARD OF DIRECTORS MEETING**

Earle Brown Tower, Brooklyn Center, MN

January 11, 2020

**SESSION I****I. CALL TO ORDER**

MMEA President Barry Zumwalde called the meeting to order at 9:00 am.

Board members not present: Amanda Shultz and Brandon Berger.

President Barry Zumwalde welcomed new board member Erin Berg, Retired Chair.

**II. MINUTES**

President Barry Zumwalde presented the minutes from the September 7, 2019 board meeting for board approval.

**It was moved by Catharine Bushman, seconded by Pam Diem, and carried unanimously to approve the minutes from the September 7, 2019 Board of Directors meeting.**

**III. REVIEW AND ADOPTION OF AGENDA**

President Barry Zumwalde presented the written agenda for review and adoption.

**It was moved by Scott Rabehl, seconded by Bradley Mariska, and carried unanimously to adopt the agenda with flexibility.**

**IV. FINANCIAL REPORT**

Past President Dan Hampton presented the financial report.

MMEA budgets for a 3% surplus to have reserve funds for unexpected expenses (All-State concert cancellation, low clinic attendance). Allocations charge staff costs and office rent to programs. Staff track what programs they work on and then salaries are charged to that program.

Hampton reviewed the balance sheet. Accounts receivables (money owed to MMEA) is \$14,103. Accounts payable (money MMEA owes) is \$1,395 which is the amount we owe vendors. Deferred income is \$150,095 (income for 2020).

2019 experienced a \$76,692 loss. There was discussion about why that was so much higher than projection in late October.

It was moved by Bradley Mariska, seconded by Scott Rabehl, and carried unanimously that Mary Schaeffle provide a detailed financial analysis of 2019 by March 16th. The analysis could include reasons for difference between budget and actual, analysis of 2019 and 2018 losses to learn if cause was similar, and how budgeting and projection processes work and/or could be improved.

Hampton reviewed the 2019 Budget vs Actual Expense Type. Salaries were over

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budget by \$15,180 due to staffing challenges. MMEA needs to project higher for legal services. Travel and hotel expenses are over budget by \$15,176 due to higher number of local session coaches than expected and cost of parking at UofM. Insurance is over budget due to new requirements in one All-State contract. Facility services, equipment, and rent was over budget by \$17,041 for the following reasons: new fees at Convention Center not previously charged, new charges at two All-State campuses that had not existed in prior year. In all cases, the facility sets prices annually and those cannot be negotiated in the bid.

Board discussed All-State camp rotation, camp requirements. Discussion will continue in All-State Task force. There is interest in changing term limits or not having all Region Reps come on in the same year. That is a by-laws change. The process for changing the by-laws is set by the by-laws.

Income for the Midwinter Clinic was down due to extreme cold or other weather. MMEA received \$5,000 less in All-State Scholarship funding than expected. Memberships were down by \$6,000. There was a decrease in advertising related to website build.

2020 Budget planned changes include expense reductions of \$56,650; additional cost reductions office services/technology of \$3,130; known cost reduction in publications of \$6,500, forecast increased cost of \$2500 for All-State Orchestra dorm counselors; forecast 5-20% increase in food costs, depending on venue; forecast 15% increase in hotel costs.

**It was moved by Scott Rabehl, seconded by Nicole Mattfeld, and carried unanimously to accept the September 2019 financial report as presented.**

V. ALL-STATE MUSIC SELECTION PROCESS

Region Representative 3-4AA Laura Sandham spoke for the All-State Music Selection Committee. Executive Director Mary Schaeffle gathered input from MMEA members, other states, Higher Ed, and multicultural appropriation.

1) Review process before music sent to students. 2) Conductor sends more music than needed in case a piece is cut. 3) Focused on performance we forget about history and cultural context. 4) Allow sacred music. 5) Sometimes choral conductors rely too much on Christian music. 6) Include background information to students in advance. 7) Teachers don't feel like they have what they need for students. 8) Some students learn music on their own. 9) Learn about music but don't perform it. 10) Conductors need artistic freedom. 11) List of literature that can't be performed. 12) History and understanding change. 13) Need to do research each time. Can't rely on list. 14) Don't want to lose conductors because of literature list.

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*Board Discussion*

Task force committee will come up with guidelines for future conductors to help make literature decisions. We need a group of people to look at choral music and instrumental music. MMEA creates a model that all teachers can use. VP's need to have a review process in place now for 2020 All-State camp. Long term we need official guidelines. Develop a task force today that reviews the music for 2020-21 All-State Ensembles. Make a motion to form a committee to review 2020-21 All-State literature.

**It was moved by All-State Vice-Presidents, seconded by Pam Diem, to create a committee chosen by the Vice President and the MMEA President for the purpose of reviewing and approving repertoire for 2020-21 All-State.**

VI. ELECTION PROCESS/UPDATE, POSSIBLE CHANGE

Past President Dan Hampton reported the 2020 region representative candidates include 1-2A William Leafblad, 1-2AA Peter Guenther, Michael Knutson, 3-4A Jeff Iverson, 3-4AA Elizabeth Gullick, Natalia Romero Arbeláez, 5-6A, Matt Endreson, Jennifer Gylland, 5-6AA Daniel James Felton, Maria Wilson, 7-8A Kylie Anderson, Kathryn Sandor, 7-8AA Aurora Adamson, Teri Akervik. Past President Hampton suggested a by-law change so we don't need to run two candidates against each other. MMEA membership is skewed towards high school, which may impact the number of high school representatives selected.

The Board discussion options. Hampton asked that Board members email feedback on the election process to the executive board by March 1.

VII. LUNCH BREAK

IX. FUNDRAISING

President Barry Zumwalde acknowledged work by Band Vice-President Bradley Mariska and MMEA staff member Emily Green in setting up individual asks for donations among members and All-State parents. December was used to lay ground work for January and February asks. An email was sent to board members requesting as board members we provide leadership and help in the fundraising piece. It's critical to have 100% board/leadership participation.

X. INTERVAL UPDATE

Co-Editor Tony Jirschele thanked board members for the articles they submitted. The goal initially was to have 4 or 5 articles a month. That goal is currently being met. The processing time after submitting an article is about a month before it is published. A snapshot of *Interval* contributions is on page 2 of the board packet. In your various regions we really appreciate you are driving the content. Keep investigating ways on how you can make that happen. Board members will receive an email reminder two

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months before their article is due.

**XI. 2020 MIDWINTER CLINIC ASSIGNMENTS, INSTRUCTIONS**

President-Elect Sam Bergstrom reviewed responsibilities of board members when hosting performing groups, demonstration sessions, and sessions. All Board members need to sign up for one of the setup or tear down shifts and be present at the General Session and Awards Ceremony. Board members were given hosting assignments. Instructions were given to board members to check in the clinic office to get their badge, updated hosting assignments, and certificates. A letter to administrators about benefits of Midwinter Clinic attendance is posted on our website and social media.

**XII. TASK GROUP - COORDINATION**

President Barry Zumwalde explained the duties of being on a task force/work group. Work groups give input and ideas and generate things that MMEA can work on. Work groups include any music educators. You do not need to be a MMEA/NAfME member. Work groups have a specific task and then you are done. Work groups do not need to meet face-to-face. Each work group needs to have a board member as a facilitator that will drive the discussion and give updates to the Executive Board before each board meeting. Each update should include a summary discussion, who was on the task group and emails, how the group met, and actions. If work group recommends changes to policies it needs to come to the board.

**XIII. Task Group Meetings**

All-State, Elementary Teacher Opportunities, MMEA Branded Clothing, and Advocacy/Increasing Membership.

**It was moved by David Stordalen, seconded by Catharine Bushman, and carried unanimously to adjourn the meeting.**