
MMEA BOARD OF DIRECTORS MEETING

May 16, 2020

Held via Zoom Conference

I. CALL TO ORDER

MMEA President Barry Zumwalde called the meeting to order at 9:00 am.
All board members were present.

II. INTRODUCTION OF INCOMING BOARD MEMBERS

President Barry Zumwalde welcomed new incoming board members Teri Akervik, Region Rep 7-8AA; Kylie Anderson, Region Rep 7-8A; Kristin Chase, Advocacy Co-Chair; Casey Clementson, Advocacy Co-Chair; Peter Guenther, Region Rep 1-2AA; Jennifer Gylland, Region Rep 5-6A; Jeff Iverson, Region Rep 3-4A; William Leafblad, Region 1-2 A; David Mantini, Jazz Education Chair; Natalia Romero Arbeláez, Region Rep 3-4AA; Maria Wilson, Region Rep 5-6AA.

III. MINUTES

President Barry Zumwalde presented the minutes from the January 11, 2020, March 14, 2020, April 17, 2020, and April 27, 2020 board meeting for board approval.

It was moved by Scott Rabehl, seconded by Dave Lumley, and carried unanimously to approve the minutes from the January 11, 2020, March 14, 2020, April 17, 2020, and April 27, 2020 Board of Directors meetings.

IV. REVIEW AND ADOPTION OF AGENDA

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

It was moved by Laura Sandham, seconded by Teri Akervik, and carried unanimously to adopt the amended agenda.

V. FINANCIAL REPORT

Past President Dan Hampton presented the financial report.

Hampton reviewed the balance sheet. Accounts receivables is \$2691. Prepaid expenses is \$1,824. Accounts Payables \$38,712. On the advice of Propel Nonprofits we are paying bills but not paying them in full. Net reserves are \$72,000. Our goal is to contribute to net reserves every year until we get to \$210,000. We are currently looking at a loss of \$80,000 for the year.

Hampton reviewed the 2020 Budget vs Actual Expense Type. All-State budget has been adjusted because we are not having All-State camp this summer.

Board Discussion Closing Office

- Chase asked can we close the office since staff is working from home.
- Hampton replied we still have to have file cabinets, pay for storage and movers to move office equipment.
- Mariska said huge savings – and immediate.

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- Mariska added we have a month-to-month lease. Not even locked into a long term situation.
- Chase added I agree – this is a HUGE chunk of money.
- Wilson stated I don't think MN-ACA has an office space. I believe it's all out of Bruce Becker's home.
- Mariska said with such a small staff why have an office at all? We can rent a copy machine. Working from home could be more efficient.
- Schaeffle replied most of that \$82,590 is the Convention Center, Orchestra Hall and Central Lutheran. Office will send out how much Earle Brown rent is for the year. How much are other facilities? Office will send information to the board how much it would cost to temporarily close the office for six months.
- Mariska said office vs. rental of the convention center should be two separate line items.
- Chase added I would think so.
- Gaffaney said perhaps this was already asked, but I wonder- why aren't Midwinter facility rental costs labeled under Midwinter, rather than generic facility expenses.
- Mantini said we can always scan documents that we need to keep – create an online archive to cut down on storage needs.
- Chase added a lot of organizations are scanning docs and shredding the old paper records now.
- Dave Lumley said you would need to have a copier/fax/printer at each home office. There are also other tax items that need to be thought about when you are having all staff working from home.
- Diem said are there legal/confidential things to think about with the office from home as well as office personal thoughts on how that looks from their standpoint/needs etc.

Hampton reviewed the Budget vs. Actual by Program. MMEA applied and was given money for a PPP loan of \$38,900. Loan forgiveness is built into that. We don't know the exact amount that will be forgiven but are assuming \$18,950.

The budget assumptions are clinic registration will be down 30% and exhibits down 50%. School districts are expected to lose 30% of budget next year. There is a penalty for dropping Minneapolis Convention Center. We have a contract with Minneapolis Convention Center and the Hilton for 2021. MMEA will need to negotiate contracts.

Salaries assumptions are Mary's last day is June 30th and that the Executive Director position will not be filled until December. There is a second scenario that the executive board is looking at.

Hampton reviewed the cash flow projection that was created with the help of Propel Nonprofits. There is an assumption that we would hire a financial consultant on a part-time basis. The cash flow projection reflects using cash income when the event

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happens.

If we have cash coming in for the clinic (registration and exhibit fees) the recommendation is not to use that cash until after the event. The organization could choose to pay some clinic money in advance. There are assumptions for the PPP Loan Forgiveness that you can't change staffing for eight weeks after you receive the loan. If Mary remains on through June 30 – 6 out of 8 weeks we have not changed staff.

It was moved by Scott Rabehl, seconded by Bradley Mariska, and carried unanimously to accept the financial report as presented.

Hampton reported the possible budget cuts they are looking at include dropping Culligan, virtual September and January board meetings, virtual North Central meeting, eliminating office equipment if possible, payroll service and tax form prep, looking at closing the office entirely. Last proposed cut is 7% towards 403B. We pay \$5000 to provide that service to our staff. There is an additional \$750 to restate documents. A possibility is to give an additional 7% to our staff and no longer offer the retirement plan.

Board members want figures for closing the office for 6 months, 12 months and permanent closure as soon as possible so a decision can be made.

Schaeffle reported the office can provide information by next Thursday, May 21.

It was moved by Scott Rabehl, seconded by Maria Wilson, and carried unanimously that MMEA gather data so we can investigate the possibility about full closure of the office and the impact to our employees.

VI. ADVOCACY REPORT

Advocacy Co-Chair Kristin Chase and Casey Clementson have been attending several webinars. The Hero's Act passed last night. Hoping by July 4 to have a fully supported bipartisan act. Unlike the federal government the state has to balance their budget. Education funding makes up 48% of the state budget on average. When there is a 10-20% deficit, education is going to be cut. They are expecting some school cuts for 2020-21 but big cuts for the 2021-22 school year. Chase and Clementson are going to work on information for the website. Big picture we need to communicate with administrations now. How do we do what we have been doing? We need to provide administrations with solutions. Boosters are advocating for music. Everyone is teaching core classes. We don't want to be doing that. Arts standards are included in your board packet. MDE hasn't changed year of implementation. Right now they need to be in place by fall of 2021. They are going through a process to see if they can get the chief judge to reconsider the disapproval. Keep working on implementing them. This chief administrator judge ruling is about all standards not just music.

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Perpich Center Music Education Specialist Wendy Barden reported Perpich is doing some roundtables with small groups of leaders in districts.

Choral Vice-President Tonya Barnes reported representatives from ACDA/MMEA, higher education, performing arts community, spearheaded by G. Phillip Shoultz met on zoom to develop a plan to provide regular opportunities to gather. A survey was sent to choir directors to find out what they are concerned about. Four ideas to support community- 1) support the emotional well-being of our teachers 2) convey up to date and accurate science/health related information 3) help us explore and learn the most promising adaptive teaching practices/pedagogies 4) present language/strategies for advocacy for our art form in education and community settings.

VII. EXECUTIVE DIRECTOR TRANSITION – (closed session)

The Board of Directors went into a closed session to discuss the transition of the Executive Director.

VIII. TASK GROUPS

President Barry Zumwalde reported the Executive Board assigned board members to task groups to speed up the process. Several board members expressed that they should have been able to choose the task group they wanted to be on. Past President Dan Hampton reported the idea of task groups were to get discussions going on things that were not getting done. Task groups for the Midwinter clinic and All-State were created. Task groups need to have one appointed leader that reports back to the executive board.

IX. RECOGNIZING OUTGOING BOARD MEMBERS

President Barry Zumwalde recognized outgoing board members Pam Diem, Erin Gaffaney, Erin Holmes, Sara Holten, David Lumley, Nicole Mattfeld, Sabrina Olson, Scott Rabehl, Laura Sandham, and Amanda Shultz.

X. INSTRUCTIONS FOR REVIEWING 2021 CLINIC PERFORMANCE APPLICATIONS

President Elect Sam Bergstrom reviewed the process of evaluating the 2021 clinic performance applications.

XI. BOARD DATE FOR TASK GROUP REVIEW/REPORT AND FINANCIAL UPDATE

President Barry Zumwalde scheduled a special board meeting for 9am on May 23, 2020.

It was moved by Scott Rabehl, seconded by xxxxxxxxxxxxxxxx, and carried unanimously to adjourn the meeting.

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