

# MMEA Board Meeting, Saturday, Sept 10, 2022 (9:00am-2:00pm)

## Minutes

Zoom Link [HERE!](#) Passcode: 690370

### Virtual Meeting

#### Mission/Vision Statements:

##### MISSION

The mission of MMEA is to develop, promote, and support equitable and comprehensive music learning and teaching in Minnesota.

##### VISION

MMEA believes that music is core to the human experience. We support Minnesota Communities by affirming and further developing aesthetic sensitivity, self-expression, and creativity of music learners. MMEA strives for equality and excellence in music education by honoring and preserving lived experiences through intentional and informed practices.

#### OUR ROLE:

1. Fundraising
2. Recruitment
3. Strategy
4. Program Implementation

QUESTIONS WE ASK WHEN MAKING DECISIONS	
Does it meet our mission and annual goals?	What is the benefit?
Who will do the work?	Who benefits?
How much does it cost?	What are the risks?
What is the cost/benefit analysis?	Is the work self-sustaining?
Is the work efficient?	Does the work reflect our priorities for diversity, equity, inclusion, and accessibility?

**Attendance:** (Record attendance via link)

Confirmation of Quorum: 6/8 (9:09)

Guests of the Board:

Volunteer Note Taker: Andy DeLuca

[Link to Minutes](#)

Meeting called to order at 9:07 a.m. Motion to adopt agenda with flexibility.

# MMEA Board Meeting, Saturday, Sept 10, 2022 (9:00am-2:00pm)

## Minutes

Motion	2nd	Pass: Y/N	Vote: U/M
Mariska	Wolf	Y	M

Abstention: Kathryn Larson - Not available

**Intention Setting** (5 minutes) Adrian Davis

**Public Comment** - No members of the public in attendance

**Consent Agenda** - Motion to approve consent agenda

Items requiring further discussion should be moved to the business agenda.

- a. Approval of [Minutes from May 21, 2022](#)
- b. Formally accept the [Resignation of Tonya Barnes](#) from the Board effective 8.24.22.
- c. Formally accept the [Resignation of Dave Mantini](#) from the Board effective 9.9.22.
- d. **[MN Future Minnesota Educators Program Response]**
  - i. Reviewed by the Executive committee on a pilot basis - no cost to the Board at this time.
  - ii. Facilitated through Schmitt & Eckroth
  - iii. **Pulling From Consent Agenda → Moving to Business Agenda**
- e. Approval of salary increase for Executive Director from \$73,750 to \$77,500 retroactively effective June 20, 2022: Background - Board President was responsible for the annual review of Executive Director and the associated pay raise as agreed upon at hire to get to the required salary within two years of hire. Executive Director was hired at \$70,000/year. Agreed aggressive pay raise schedule was to \$85,000 by June 20, 2023. Reviews are every 6 months with a \$3,750/year increment increase every six months. ED is currently due to have transferred from \$73,750 to \$77,500 on June 20, 2022. Board approves the pay increase as agreed upon by hiring offer and provided for in the budget approved by the Board for 2022. For reference, [Evaluation Form](#) that ED completed in late June at the request of the President.

Motion	2nd	Pass: Y/N	Vote: U/M
Wilson	Mariska	Y	U

Abstentions (reason): n/a

## Business Agenda

1. MED Professional Development (Roqué Diaz)
  - a. Not Present at this time (9:27am)
2. Board Structure: Succession and Vacancies

**MMEA Board Meeting, Saturday, Sept 10, 2022 (9:00am-2:00pm)**

**Minutes**

- a. Appointed Board Position Vacancies - **Send recommendations to [execboard@mmea.org](mailto:execboard@mmea.org)**
  - i. Community Music Chair **(New this year)**
  - ii. Ability Inclusion Specialist **(New this year)**
  - iii. Perpich
  - iv. Editor(s) (required by by-laws)
    - 1. **Can be a current board member that takes on the role**
- b. Executive Track Succession
  - i. Tonya Barnes resigned, leaving the PP to serve the remainder of her term as well as another two year term as PP. Brad Mariska is not able to make that commitment, but can serve the last 6 months of his PP term ending in March 2023.
  - ii. Adrian Davis will become acting President, serve his two year term, then move into the PP position for two.
    - 1. **Adrian was elected by membership for 6 years - following new executive path to better serve in the role of past president mentor**
    - 2. **Potential outside consulting from past “past president” in addition to the role of past president giving institutional knowledge.**
  - iii. We will be without a President Elect for the last 6 months, but will be electing for that position this Winter.
    - 1. **Adrian serving dual role due to chairing MidWinter**
  - iv. **Executive Board has discussed other options, and recommends approval of their appointment of Tony Boldt to the interim position as PP for up to a two year term starting in March 2023.**
    - 1. **Possibility of Tony serving as interim President before transitioning to past president**

Motion	2nd	Pass: Y/N	Vote: U/M
Mariska	Bussey	Y	U

Abstentions (reason): **n/a**

- c. Voted Positions - **personal invitations are preferred - more impactful than a general ask to membership**

# MMEA Board Meeting, Saturday, Sept 10, 2022 (9:00am-2:00pm)

## Minutes

- i. Elementary General Music VP-Elect
- ii. President Elect
- iii. Region Reps: 5-6AA, 7-8A, 3-4AA, 7-8A

\*\*\*Break for 10 min - back @ 10:20am\*\*\*

Quorum @ 10:20 - 6/8

### 3. Finance

#### a. Current Budgetary Performance (JGN)

- i. Things of note: MMEA spent ~\$140K less than authorized.
- ii. Will be present at each board meeting - Reach out to Jerri with questions or help in understanding documents
- iii. Board members can be held responsible for approving budget items without review (not covered by insurance)
- iv. Board approves total balances of budget items - not individuals (column AM)
- v. Color coding:
  1. **Red** = Underachieve/over spending
  2. **Yellow** = Items to note - not good or bad
  3. **Green** = Overachieving/under spending
  4. **Orange** = Moving item between columns
- vi. Individual Item Notes:
  1. Scholarships: First year teachers/first time convention goers/outstate participants
  2. All-state Band: \$32k deferred to Feb.
  3. All-state Feb.: previously cost 90k, spent 56k this year
    - a. No additional venues (churches)
    - b. 2023 student meal cost will increase
  4. All-state Jazz: will be a loss leader due to smaller # of students (nature of the ensemble) Band/Choir/Orchestra overages cover lost revenue
  5. All-state orchestra - largest \$ maker (fewer section coaches - larger sections)
  6. Current YTD: 90k
  7. Q4 Liability: 40k
  8. End of Year: -\$1,191.69 (budgeted and approved -\$37k)
  9. AV sound equipment - Budgeted \$4k - spent \$20k (due to consistent equipment/live streaming)
  10. Travel/Meetings - Under budget due to virtual meetings

**MMEA Board Meeting, Saturday, Sept 10, 2022 (9:00am-2:00pm)  
Minutes**

- 11. \$6k-\$8k expected in membership dues in Q4
- 12. Projected bottom line total: around +\$6k**

- b. [Balance Sheet 8.31.22](#)
  - i. All-state deferred “other” - resource book
  - ii. Bottom Line: \$396,649.62**
- c. [Balance Sheets from Past Years for Reference](#)
- d. [2023 Budget DRAFT P&L by Class](#) Submitted to the Board for Consideration
  - i. Adding 1.2x expense inflation **(Green)**
  - ii. Adding 1.1x expense inflation **(Yellow)**
  - iii. Charged 17-32% more than last year
  - iv. **Orange** = All-state fees to be adjusted
  - v. All-state fee increases to \$810/student (from \$750)
    - 1. Scholarship Money available
    - 2. See notes for potential future options at bottom of page in column F 79-88 **\*\*\*All-State committee Item\*\*\***
    - 3. Fee for All-state is set - task force will be working towards bringing cost down
    - 4.
  - vi. Elementary Festivals (Fall ‘23, Spring ‘24)
    - 1. 4k/Festival cost
  - vii. Staffing for individual programs under each individual category - not general budget.
  - viii. Jerri asking to add a half-time employee for 2023 in addition to Jerri and Lori - **\*\*\*future item\*\*\***
  - ix. Fiscal year follows calendar year

**Motion to approve the 2023 Budget Draft P&L by class:**

Motion	2nd	Pass: Y/N	Vote: U/M
Larson	Dundas	Y	U

Abstentions (reason): n/a

- 4. **\*\*\*Addition to Business Agenda\*\*\*** [MN Future Minnesota Educators Program Response](#)
  - a. Discussion of which board member would oversee

**MMEA Board Meeting, Saturday, Sept 10, 2022 (9:00am-2:00pm)**

**Minutes**

- i. Potentials: Retired member chair, Collegiate VP, new board position
- ii. Possibly opening age groups to include sophomores & seniors?
- iii. Piloting with a space at MWC to start in 2022 - collecting data and interest to move forward with.
- iv. MNSOTA/ACDA do not have mentorship programs, MBDA had an existing framework and are looking to revamp the program
- v. Jerri will link current data: [MFME Reachout 2023](#)
- vi. Clarification needed for “general music”
- vii. Not originally open to seniors due to targeting younger students interested in the future vs. students already committed to programs
- viii. Adding options for students to select any/all options for age range/discipline in order to not push students into one track

**Motion to approve**

Motion	2nd	Pass: Y/N	Vote: U/M
Wolf	Akervik	Y	M

Abstentions (reason): n/a

**Motion to Adjourn:**

Motion	2nd	Pass: Y/N	Vote: U/M
B. Lambrecht	N. Lambrecht	Y	U

Abstentions (reason): n/a

\*\*\*Under minimum Quorum as of 12:05\*\*\*

**Break for Lunch - Back @ 12:35**

- 5. Task Force Presentations to the Board - [Task Forces](#)
  - a. Secondary General Task Force [Meeting 6.6.21](#)
    - i. Need to push out message on role and scope of task force
    - ii. Modern Band panel discussion @ MWC

## MMEA Board Meeting, Saturday, Sept 10, 2022 (9:00am-2:00pm)

### Minutes

- iii. Discussion about online PD
- iv. Reaching out to all-state committee for performance opportunities for non-BCOJ ensembles
- v. Brian Powel - potential future headliner (executive director of American Popular Music Education)
- vi. How does this committee support other level festivals/providing financial support for existing programming
- vii. Eric Songer, Sam Bergstrom - current festival coordinators
- b. Elementary Festival Task Force [Meetings 6.1.22, 6.29.22, 8.8.22](#)
  - i. Slated for festivals in Fall 2023, Spring 2024
    - 1. Exploration based - no prep for supporting teachers
      - a. Would be beneficial to explain to teachers in promotional materials
      - b. Targeting most enthusiastic students - not most talented. Open to all
    - 2. Discussions with MacPhail (Austin), St. Thomas, UMD
    - 3. Looking to find local clinicians
    - 4. Writing Corporate grants with the goal of \$0 cost to students
    - 5. Currently \$20-\$25/Student
    - 6. Teachers would attend festivals with students - having CEU's and PD available
- c. Communications Task Force [Meeting 9.2.22](#)
  - i. Solidifying role of social media/website manager
  - ii. Disclosing when conflicts of interest arise - as long as they are not individualized.
  - iii. Member Spotlight - highlighting extraordinary work from members across the state.
    - 1. Builds community as well as consistent social media content
  - iv. Collecting Data for future staffing/board position options
  - v. Marketing/Social Media/Website manager position at least 1 year away if not further (per Jerri)
- d. All-State Task Force [Summer Camps Report 2022](#)
  - i. No meetings as a whole - lots of work done in small groups/pairs
  - ii. Potential to split group into specific areas
  - iii. Looking into redoing choir audition videos (MacPhail)

## MMEA Board Meeting, Saturday, Sept 10, 2022 (9:00am-2:00pm)

### Minutes

- iv. All auditions in coming years will be video - with name & instrument in frame
  1. Many problems this past year with miscategorized auditions
  2. Timelines shifted earlier
- e. Midwinter Convention Task Force
  - i. [Meeting 6.8.22](#) Minutes
  - ii. Name/branding changed from “Clinic” to “Convention”
  - iii. Theme: “The Rhythm of Equality” (see Website for more details)
  - iv. Headliners: Franklin Willis, Jasmine Fripp, Karen Howard
    1. Still working on finding a 4th
    2. Modern ensembles/Jazz headliner?
    3. Jodie Blackshaw interested in adding to the conference in some way - linking with a residency to aid in cost?
  - v. Encouraging presenters to identify as BIPOC
  - vi. Increases in Registration and Exhibitor fees (see meeting notes for specific fee changes)
  - vii. [Working Convention Schedule 2023](#)
    1. Schedule is available before early registration unlike last year.
    2. **RED** = Gaps in the schedule to be filled
    3. Opening session will look much different this year - will be exciting! Integrated with the theme and vision of the conference.
- f. Fundraising Task Force [Meeting 6.23.22](#)
  - i. New taskforce
  - ii. Looking for grant funding sources
  - iii. Coordinating with membership taskforce on common goals
  - iv. [ArtsMidwest Grant Program Info](#) (per Ben Bussey) Matching grant
  - v. Sponsorship:
    1. Picking and choosing what to support and how
    2. Recognition of logo/brand - controlled by MMEA
    3. Board is within our right to deny sponsorship proposal
    4. Anything outside of exhibit hall **can** be self-promoting as long as it is advertised as such
  - vi. Advertisement:
    1. Pay to control their own content in resource materials/etc.
    2. Board is within our right to deny advertisement proposal



## MMEA Board Meeting, Saturday, Sept 10, 2022 (9:00am-2:00pm)

### Minutes

- vii. Potential for corporate resource room for music companies at MWC (2024)
- g. No Reports submitted from any other task force as of 9.6.22 (MWC, All-State, etc)
- h. Task Force Break out rooms for scheduling purposes:
  - i. Room 1: Region Reps
  - ii. Room 2: All State Task Force
  - iii. Room 3: Elementary General
  - iv. Room 4: Secondary General/Ensemble +

Task Force Break out rooms for scheduling purposes:

1. Region Reps
2. All State Task Force
3. Elementary General
4. Secondary General/Ensemble +

### **2022 Board Meeting Calendar**

All Board meetings will be virtual due to budget. Please plan for them 9:00am-2pm

Jan 8, 2022

Feb 17, 2022: February (at MWC, there is the required annual meeting of the general assembly)

March 12, 2022: MWC Review, Install New Board members

May 21, 2022

Sept 10, 2022

### **Resources (COMING SOON)**

[Board Contact Information](#)

[Conflict of Interest](#)

[Board of Directors Handbook](#)

Business for January:

1. Break out Groups: [Worksheet](#)
  - a. Develop, Promote, Support
    - i. Develop (related to our direct student programming)
    - ii. Support (related to our professional development programming)
    - iii. Promote (related to our advocacy)
  - b. Equitable and Comprehensive

**MMEA Board Meeting, Saturday, Sept 10, 2022 (9:00am-2:00pm)**

**Minutes**

c. Learning and Teaching

2. NEXT MEETING for Task Forces: Working Strategies - Walking the Walk  
Voting Block: