

**NCMEA Board Meeting
Country Inn and Suites, Burlington, NC
August 9, 2008**

President Jerry Cribbs called the meeting to order at 9:35 a.m. After the introduction of board members, President Cribbs reviewed the agenda. The motion to accept the April minutes with corrections (Cribbs/Dobbins) was approved by a voice vote.

COALITION (Amy Daw)

Amy Daw reported on the Music Education Advocacy Day that is being planned. She is also working with Christie Lynch on a coalition session for the fall NCMEA conference.

MEMBERSHIP REPORT (Dave Albert)

Dave Albert presented the NCMEA Membership comparison for 2006-2008. Dave met with Jerry Cribbs and Connie McKoy to discuss increasing membership, considering past experiences and new possibilities.

EDITOR'S REPORT (Carla Copeland-Burns)

Carla Copeland-Burns reported on the new website:

- Requirements for website
 - Being within the budget
 - Professional looking
 - Functional
 - High comfort level for those working with the site
- Designer will be Charlie Lockhart of Blue Ball Design, located in Waxhaw which is convenient for training

She also presented the following information about the next journal:

- Journal submissions are tallied on a checklist. Please check for accuracy.
- Next journal deadline – August 15
- Section chairs are requested to give Carla a list of all clinicians so she can place biographies and pictures in the proper place.
- When sending emails, give specific titles to the files and list the attachments.

IN-SERVICE CONFERENCE (Libby Brown reported for Barbara Geer)

Board members were asked to check the preliminary 2008 conference program for accuracy.

2009 CONFERENCE TASK FORCE (Dave Albert)

- Evaluated General Sessions – organization, purpose, how to better serve members, improving attendance
- Considerations:
 - What do we like and what benefits members?
 - What don't we like and what doesn't benefit members?
 - What can we change and what cannot be changed?

MUSIC INDUSTRY (Jim White)

Jim White asked for NCMEA's support of the music industry at conference. Encourage colleagues and college students to go by the booths to see products and to thank the exhibitors for their attendance.

EXECUTIVE DIRECTOR'S REPORT (Reta Phifer)

2008-2009 NCMEA Calendar

- Still in progress
- Some information not yet received or not yet complete

NCMEA Constitution & Bylaws

- Libby Brown spent a day at the NCMEA Office working on the Constitution.
- Libby has included all member-voted changes and has identified some of the problem areas.

Office Support Staff Position Hiring Process

- President Jerry Cribbs, Past President Connie McKoy and President-Elect David Albert assisted the Executive Director in writing a job description.
- Interviewed 2 finalists, neither have been hired
- Regrouping

2008 NCMEA Annual In-Service Conference - Conference Preparation

- Pre-Registration
Pre-Registration Form on Website 7/28/08
Housing Form on Website 7/28/08
On-line Pre-Registration to be on website by 8/12/08
- Certificates of Insurance have been processed for Benton Convention Center, Embassy Suites, Marriott Winston-Salem, NC School of the Arts, NC School of the Arts for Stevens Center
- Exhibitors as of August 4, 2008
108 exhibitors have rented 191 booths
31 ads have been purchased for the conference program book
- Conference Materials for Section Chairs and Board
Clinician Forms
Clinician Agreement – should already be signed and on file with Section Chair
Clinician Payment Request Form – multiple copies available now
W-9 – page 1 only
Generic Reimbursement Form - Need to use within section as well as for NCMEA
This form will be revised soon so you may want to wait to make copies.
Clinician Lodging Requests – spreadsheet available on the table
Please be sure to mark the appropriate nights, provide name and preferred hotel. Most will be housed in the Marriott.
- Safety – especially for Honors groups
Know locations of closest exits
Prepare participating teachers

- Session Attendance Forms – multiple copies are available
- Conference Program Book – Deadline August 15
Please get biographies and photos to both Reta and Carla by this date.
Make a checklist of all your clinicians. Send to Reta and Carla along with your biographies and photos.
- Conference Volunteers – Board and Non-Board Members
This will cut the cost of registration and involve the members.
A sign-up spreadsheet is available. Detailed job descriptions will be provided at a later time.

2009 Conference Preparation

- Signed the King’s Singers’ Contract and returned to their agent

2012 Conference and Beyond

- Documentation on session attendance numbers for 2007 were sent to Raleigh, July 23, 2008
- Awaiting quote on rental costs

Raleigh Convention Center

- Not available for appropriate dates in 2012 – will work with Winston-Salem to extend contract through 2012
- Received quote from Raleigh Convention Center on August 7, 2008
Quote for Convention Center use based on what we have been using in Winston
 - Total Rental - \$76,000
 - Discounted Rental based on 3-year Commitment - \$30,000 per year
 - Sheraton Raleigh Hotel Lodging Room Quote

2013 - \$139	2014 - \$145	2015 - \$149
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Winston Salem Tentative Rates

- Not yet Contracted
- Based on quote provided in 2006
- Benton Convention Center

2012	\$12,900	CVB has committed to cover the additional \$8,000
2013	\$14,990	provided the CVB contributes \$8,000
2014	\$14,490	provided the CVB contributes \$8,500
2015	\$16,790	provided the CVB contributes \$8,500
- Winston Hotel Rates currently contracted

2008 -	Marriott	\$115	Embassy Suites	\$131
2009 , 2010		\$118		\$138
2011		\$129		\$159

Future Conference Dates – Possible for both sites

November 9-12, 2013
November 8-11, 2014
November 7-10, 2015

Financial Information

Insurance -After investigation our current insurance coverage and assessing our insurance needs, I recommend that we add the following insurance policies to our portfolio, in order of preference

- Director's & Officer's Liability - \$1,073 for 1 million dollars of coverage
- Umbrella – available in millions, probably go with % million –
Probably \$1000-\$1,500 cost annually
Legal fees for individual board members would be substantial without this coverage.
Insurance company will defend you (You do not have to acquire or pay counsel.).

Investment Recommendations from the Executive Director

- Keep \$100,000 in Money Market and Certificates of Deposit
- Keep \$210,000 in CDs – Revisit at January 2009 meeting to determine outcome of maturing CDs totaling \$105,000
- Move funds from MM accounts and close CDs at Citizen's South in the total amount of \$200,000 to FFTC
- Invest \$200,000, equally divided into Moderate Growth Pool and Long Term Growth Pool at FFTC
- Overall goal of 9% average 5-year return (before 1% management fee paid to FFTC) over the medium to long term. Recognize that in a given year you could experience a 7-9 % decline in value.

Financial Reports

- Year End - Balance Sheet to include Ruth Jewell & Section Designated Funds
- Year End – Profit & Loss Budget vs. Actual
- July only – Balance Sheet
- July Only – Profit & Loss Budget vs. Actual
- Student Event Financials
Student events accounts should be designated solely to NCMEA.

Do not use a booster or personal account.

The account should have “NCMEA” at the top and the tax identification number.

Policies

- Conflict of Interest - Conflict of Interest Forms were distributed for individual Board Member's signatures
- Investment – TBD

NCMEA Archives

- You can make an appointment to go and review the NCMEA materials in the archives at UNCG. You can also make photocopies of records at a minimal cost.
- University Archives and Manuscripts
Hodges Reading Room
Jackson Library
UNCG
Phone: 336-334-4045
<http://library.uncg.edu/depts/archives/contact.asp>

Forms and information

- Mileage reimbursement
- Calendar
- Southern Division Leadership Training cancelled, only for President, Past-President and Executive Director
- Link on website to student events site
- Forms available for clinician housing request, membership forms, clinician agreement, payment request, W9
- Signup sheet for conference volunteers

The motion to accept the finance report (Phifer, Myers) was approved by a voice vote.

DISTRICT REPORTS

District 1 (Jenny Davis), District 2 (Anne Goss –absent), District 3 (Wendy Cooper), District 4 (Adam Joiner – absent), District 5 (James Daugherty)

No reports

District 6 (Lorna Graves)

Charlotte will host the American Orff-Schulwerk Association conference in November.

District 7 (Jody Henley – absent), District 8 (Marie Riedesel), District 9 (Arris Golden – absent), District 10 (Eugene Cotton – absent)

No reports

District 11 (Linda Boltz)

Enloe High School Band commissioned a piece by Jim Colonna that will be premiered on the steps of the Capitol on Veterans Day. District 11 encourages PLC’s statewide to become active in promoting performing arts at school-wide events.

District 12 (Teicher Patterson – absent), District 13 (Debbie Jones), District 14 (Brad Staley – absent), District 15 (Blair Crocker –absent)

No reports

AWARDS

Honor Superintendent (Fran Page – absent)

NCMEA Hall of Fame

There are no nominations for the Honor Superintendent or the NCMEA Hall of Fame.

SCHOLARSHIPS AND MINI-GRANTS

Bill McCloud Scholarship (Sonja Williams)

Ruth Jewell Scholarship

Barbara Bair Scholarship

No report

NCMEA Mini-Grant (Connie McKoy)

Recipients will be recognized at the November conference

COMMISSIONS AND COMMITTEES

Constitution (Dave Albert)

- Constitution has been reviewed
- Anything that has been enacted has been added.
- Items needing study are noted.
- Constitution committee will meet
- Sections need to check their constitution to identify conflicts with other sections.

Historian (Maribeth Yoder-White – absent)

No report

Information Services (Libby Brown)

- New spreadsheet will have private schools, retired members and updated positions
- Send updates for your system to Libby Brown by 9/1/08.
- There are many educators that are not members of NCMEA.

Retired Membership (Richard Keasler)

Retired members are ready to volunteer and be of service. Please call on them.

Exceptional Children (Michelle Hairston-absent)

At the November conference Exceptional Children and the Elementary Section will present a combined experiential workshop entitled “Resources and Activities to Use with Students with Extensive and Pervasive Developmental Disabilities.”

Multicultural Awareness (Jason Thompson)

Conference sessions:

- Dr. Jewel Cooper’s session on the process for understanding home environment and how it affects learning
- Dr. Connie McKoy will facilitate a roundtable on cultural responsive teaching practices (culturally conscious, compassionate and competent).

Arts Coordinators (Mark Propst)

- Next meeting September 26 at Meredith College hosted by Becky Bailey, Dean of the School of the Arts
- Open to all (lead teachers, higher education, etc.) not just arts coordinators

MIOSM (Lisa Qualls)

At conference a survey will be given in the Elementary Section sessions related to teacher / student participation in the World’s Largest Concert and usage of WLC educational materials provided by MENC.

Young Professionals (Lisa Qualls)

- 16 Young Professionals
- Presenters – Robert Holquist, Maribeth Yoder-White, Susan Mills
- Keynote speaker – Dr. Tim Lautzenheizer

General Music (Rue Lee-Holmes)

There will be a session at conference for middle school and secondary music teachers to discuss best teaching practices, to share lessons and to discuss issues relating to teaching middle and secondary general music.

Research (Jennifer Bugos)

No report

Teacher Education (Susan Mills)

Bill Myers, Jennifer Bugos and Suzy Mills encourage attendance at the Higher Education luncheon. It is for all in higher education, not just for music education chairs.

Tri –M (Greg Taylor)

- Tri-M is a middle school/high school music honor society that focuses on service.
- Encourage Tri-M chapters at your school.
- Chapter fees have increased to \$100.00 which may cause chapters to not reactivate.
- There are 1644 chapters nationally and 63 in North Carolina. The goal for North Carolina is 1 chapter per county (100).
- Chapters will be spotlighted in the journal. Glenn High School (Carol Earnhardt, sponsor) will be highlighted in the next issue.

Technology (Victor Hebert)

- 19 sessions at conference – most focus on the classroom, 3 focus on products
- Technology credit available if you attend 10 sessions

FINANCE COMMITTEE (Connie McKoy)

Dr. McKoy reported the following:

- Bill Crowder reviewed the financial books for April, May, and June and determined them to be in order.
- Regarding the issue of NCMEA covering the cost of a substitute for teachers who are Student Activities Chairs for NCMEA-sponsored student activities, Dr. McKoy accepted Reta Phifer's offer to meet with Section Chairs and Student Activities Chairs at a time to be designated to determine the financial status of each section in order to assess the feasibility of NCMEA paying expenses incurred by student events coordinators, including covering the cost of substitute teachers.

The following items were brought before the NCMEA Board as motions from the Finance Committee:

- **Investment of NCMEA assets**
 1. Motion to select Foundation for the Carolinas as the organization responsible for investing NCMEA assets as directed by the NCMEA Board of Directors. The motion passed by a unanimous vote.
 2. Motion to provide Foundation for the Carolinas with \$200,000 to invest as directed by NCMEA. The \$200,000 will come from the NCMEA Money Market accounts and from closing the Certificates of Deposit at Citizen's South Bank. The motion passed unanimously.
 3. Motion to direct the Foundation for the Carolinas to invest the \$200,000 equally between 2 funds: Moderate Growth Pool and Long Term Growth Pool. The motion passed by a unanimous vote.
- **Liability insurance for NCMEA**
 1. Motion to purchase Directors' and Officers' liability insurance coverage for NCMEA at a cost of \$1,073 for one million dollars of coverage. The motion passed by a unanimous vote.
 2. Motion to purchase umbrella liability coverage for NCMEA at a cost of no more than \$1500 dollars for five million dollars of coverage. The motion passed by a unanimous vote.
- **MENC Resource Shop at 2008 Conference**
 1. Motion to honor a request by MENC to pay expenses of transportation and meals (in addition to the lodging and incidental expenses that have typically been paid by NCMEA) for the MENC representative running the MENC Resource Shop at the 2008 NCMEA In-Service Conference. The motion passed by a unanimous vote.

SECTIONS

ELEMENTARY (Hazel Chapman)

Plans are being finalized for conference:

- Sessions and storage for instruments used in the sessions
- Honors Chorus rehearsal CD to be recorded by board members and volunteers

BAND (Phillip Riggs)

A festival committee was formed to review the graded list and to create a rubric to make adjudication more objective. They are also looking at the evaluation instrument.

HIGH SCHOOL CHORAL (Ann Huff)

Roberta Whittington from Hinshaw Music and Gunilla Luboff from Walton Music will lead a reading session at the fall conference on Tuesday 10:30-noon. Three students from the Governor's School for the Blind might audition for Honors Chorus this year so the Governor's

School formatted the High School Honors Chorus piece to Braille. An outside organization will be used to transcribe the sightreading.

MIDDLE SCHOOL CHORAL (Dave Dobbins)

Dave Dobbins expressed his thanks to Ann Huff, Jane McKinney, Fran Page and Victor Hebert for their cooperation in sessions for the fall conference. He requested that information be shared about the Brian Busch grant. The grant, with a deadline of September 15, is already funded but needs applicants from schools with great needs. The application can be downloaded from the website and more information is available at allredt@northstate.net.

ORCHESTRA (Scott Laird)

- Personnel list for high school honors orchestra is posted on www.ncorchestra.org
- Conductor is Dr. James McWhorter
- Tom LaJoie is Honors Orchestra chair
- The Hayes Graduate String Quartet will perform at conference

HIGHER EDUCATION (Bill Myers)

Dr. Richard Colwell, professor emeritus at the University of Illinois and New England Conservatory will present two assessment sessions.

JAZZ (Andy Carter)

- Most conference sessions are performance/how-to sessions.
- Jazz participation is increasing.
- The summer Jazz Section meeting was held online.

PRESIDENT'S REPORT (Jerry Cribbs)

- There will be an emphasis on attendance at General Sessions. Board members need to model that attendance.
- Motion – To change the Honor Superintendent Award to Honor Administrator Award and to update that section of the constitution accordingly. (Cribbs/Albert). The motion was approved by a voice vote.
- Several motions were made and then rescinded. There will be a change in NCMEA procedures so that the deadline for recognitions and scholarships will be March 15 instead of April 1. This is not a constitutional change and therefore it does not require a vote by the membership.
- Conference
 - Theme – “Music! Just Imagine...”
 - Service opportunities – sign up to help at conference
 - Procedure change at conference - The current practice has been for the President to receive a plaque as he/she is leaving the Past-President position. It has been suggested that the plaque be presented as the time the President leaves office; therefore, Connie McKoy will receive the President's plaque this year.
 - General Sessions – Recognitions will be divided among the three General Sessions rather than taking a large amount of time at one session.

- There will be an Awards Reception instead of an Awards Banquet this year. Pictures will be taken at this time. Section Teachers of the Year could possibly be recognized here. The Awards Reception, at a cost of \$5.00 for members, will be on the pre-registration form.
- District Presidents
 - Thrust to get these very important leaders involved
 - A meeting at conference with the District Presidents will discuss things they can and should be doing such as contacting all members in the district, encouraging members to attend conference and recruiting new members.
- King's Singers
 - Contract has been completed for conference 2009 at a cost of \$20,000.00.
 - A letter will be sent out to exhibitors to solicit donations for this. This will eliminate charging the membership extra for this concert.
- Outgoing board members
 - Educate your successor:
 - Time commitment
 - Beginning in January forward all NCMEA emails to successor to keep informed
 - Make a timeline.
 - Might be able to invite successor to August board meeting
- There is a need to get minutes of the board meeting approved and on the website in a timelier manner. This can be done via email.
- In Memoriam
 - Positive response to the idea
 - Need to create a form that addresses education, service, and family
 - Send you opinions to Jerry Cribbs.
- Thank you to Bill Crowder for serving as the internal auditor.

OLD BUSINESS

The Festival Renaming Committee met and discussed the pros and cons of adding “assessment” to the name. Section chairs will discuss this with their respective sections and the task force will meet again at the winter board meeting.

NEW BUSINESS

ISSUES AND CONCERNS

Conductors' pins are available for section chairs

Request to extend August 15 publication deadline for photographs of performing groups since schools don't start until August 25

Suggested change: Extend the photo deadline to September 1. Send photos to Reta Phifer.

They should be well identified with section, name of group and conductor's last name in the title of the file.

Reta will discuss this with Carla Copeland-Burns, editor, and then email the board.

Kudos to Reta Phifer for her work on the finances and insurance.

Renewal credit

- Why is there not opportunity for more credit?
- Reta Phifer will investigate this with Appalachian and will follow up.
- Reta is also trying to get credits for honors rehearsals.
- Is there a possibility to get partial credit; e.g. 1.3 units?

There being no further business, the meeting was adjourned at 2:30.

Respectfully submitted,
Susan Trivette, Recording Secretary

BOARD MEMBERS IN ATTENDANCE

Jerry Cribbs	President
David Albert	President-Elect, Constitution
Reta Phifer	Executive Director
Susan Trivette	Recording Secretary
Connie McKoy	Immediate Past – President, Finance Chair, Mini-Grants
Carla Copeland-Burns	Journal Editor
Hazel Chapman	Elementary Section Chair
Phillip Riggs	Band Section Chair
Ann Huff	High School Choral Section Chair
Dave Dobbins	Middle School Choral Section Chair
Scott Laird	Orchestra Section Chair
Bill Myers	Higher Education Chair
Andy Carter	Jazz Section Chair
Libby Brown	Information Services Coordinator
Richard Keasler	Retired membership
Jason Thompson	Multicultural Awareness Chair, Member-at-Large
Mark Propst	Arts coordinators Chair
Lisa Qualls	MIOSM Chair / Young Professionals Chair
Rue Lee-Holmes	General Music Chair
Jennifer Bugos	Research Chair
Suzi Mills	Teacher Education, Member-at-Large
Greg Taylor	Tri-M
Victor Hebert	Technology Chair
Sonja Williams	Scholarship Chair
Amy Daw	Coalition
Jim White	Music Industry Representative
Jenny Davis	District 1 President
Wendy Cooper	District 3 President
James Daugherty	District 5 President
Lorna Graves	District 6 President
Marie Riedesel	District 8 President
Lynda Boltz	District 11 president
Debbie Jones	District 13 President