

**NCMEA Board Meeting
Clarion Hotel, Greensboro, NC
April 26, 2008**

President Cribbs called the meeting to order at 9:35 a.m. After the introduction of board members, President Cribbs requested a change in the agenda to move the President's report to the end of the agenda. He emphasized the title of his article "Communication, Communication, Communication" found in the Spring issue of the journal. In the article he encouraged all members of NCMEA to submit email addresses for improved communication.

Voting procedures for Board members were reviewed. The motion to accept the January minutes with corrections (Riggs/Daugherty) was approved by a voice vote.

FINANCE COMMITTEE (Connie McKoy)

Dr. McKoy provided an update on issues that were discussed at the last meeting.

- Approved selecting someone to review the financial books every month. Bill Crowder reviewed the books for February and March and determined them to be in order.
- The following items were brought before the NCMEA Board from the Finance Committee:
 - The creation of an Investment Committee to determine how we would like our assets, currently at \$300,000.00, invested - Jim Wolf suggested that we might want to use an outside group such as Foundations of the Carolinas which works with nonprofit groups. The motion to investigate an organization outside of NCMEA to be responsible for handling the investment recommendations that come from NCMEA was approved by a voice vote.
 - A motion that the Executive Director's salary be \$45,000.00 plus a 4% commission based on exhibitors' fees - This salary of approximately \$48,000.00 will be effective July 1, 2008. Discussion followed. The motion was approved by a voice vote.
 - The selection of applicants to receive mini-grants - Two applicants were recommended to receive a mini-grant for registration for an Orff certification workshop (\$475.00 each) and one applicant was recommended to receive a mini-grant for registration for a World Music Drumming workshop (\$489.00). The total mini-grant funds used was \$1,439.00. The motion was approved by a voice vote. The budgeted amount for this project is \$3,000.00. This distribution leaves a \$1,561.00 difference in the budget. Dr. McKoy thanked Mini-grant Committee members Lisa Qualls, Rue Lee-Holmes and Richard Keasler.
 - A motion that the Ruth Jewell Scholarship be paid out of the permanently restricted funds for the next five years - After the five year period, the scholarships will be paid out of the interest earnings. This scholarship is not self perpetuating and funds have to be taken out to keep the scholarship funded. The fund began with \$5,000.00 and it is difficult to invest this amount, while money from a bigger pool can be invested at a larger rate. The motion was approved by a voice vote.
 - A motion to reimburse the Publications Committee \$109.61 for mileage to attend a meeting to discuss the new website - The motion was approved by a voice vote.
 - A motion to approve the North Carolina Music Educators Association Financial Policies and Procedures, excluding the Investment Policy – Reta Phifer and Jim Wolf developed a set of financial policies and procedures which describe the Executive Director's responsibilities in financial matters. The policies were designed to comply with recommendations from the auditor and the IRS. The motion to accept the Financial Policies and Procedures, excluding the Investment Policy, was approved by a voice vote.
 - A motion to accept a Document Retention Policy with the amendments that minimum requirements will be 3 years, 7 years or permanently (eliminating the 2 year minimum requirement) was approved by a voice vote.
 - A motion to accept the Whistleblower Policy was approved by a voice vote.

- A motion to accept a Conflict of Interest Policy was approved by a voice vote. As a follow-up, forms will be available for board members to sign at the August meeting.

EXECUTIVE DIRECTOR (Reta Phifer)

Dr. Phifer presented the 2008-2009 Proposed Budget along with comparisons to the actual 2007-2008 Budget and projected expenditures. Two changes were made by the Finance Committee in the printed document: The proposed budget for scholarships and grants of \$9,000.00 was changed to \$7,439.00 (\$4,000.00 for the summer professional grant and decreasing the mini-grant from \$2,000.00 to \$1,439.00 and scholarships remaining the same). The other change was in the 2008-2009 Proposed Budget Net Income – a deficit (\$1,299.00). Additional comments about the Proposed Budget included: Payroll expense for the office assistant is budgeted at a maximum figure of \$15.00 per hour and a \$5.00 increase in conference registration yielding \$8,500.00 which will help with the projected deficit. Other anticipated finances are income of \$4,000.00 state sales tax refund and the expense of website re-design at a maximum cost of \$10,000.00.

Dr. Phifer introduced Jim Wolf who spoke on the points recommended in the Audit Management Letter.

1. The Board of Directors should remain involved in the financial affairs of the organization since there is only one person in the NCMEA office.
2. Student event chairs need to be more vigilant in returning financial reports. Currently only 80% of the reports are being filed.
3. An investment committee should be created and investment policies should be developed.
4. Continue to prepare comprehensive written policies and procedures

The Audit Management Letter is provided with significant recommendations for needed action. The motion to accept the audit (Albert/Riggs) was approved by a voice vote.

Jim Wolf was honored for his donation of time as NCMEA financial consultant. He received a plaque in appreciation of his dedicated service.

Other financial matters discussed included:

- The Balance Sheet now includes the Ruth Jewell Scholarship and Section Designated funds.
- The Profit and Loss Budget vs. Actual (July 2007-March 2008)
- Conference printing costs have been moved from general printing to conference expenses.
- Overage in conference expenses were offset by sections being under budget.

The motion to accept the financial report (Daugherty/Riggs) was approved by a voice vote.

Dr. Phifer informed the Board of the availability of conference forms for clinician agreement, clinician payment, rooms, an informational sheet of the cost of audiovisuals, and thank you cards. Section chairs were asked to send handwritten thank you notes to journal advertisers.

An updated Board calendar was distributed. The calendar deadline was extended to May 30 since the calendar will not be published in the journal but will be on the website instead. Target mailing dates for the journal are July 15, October 5, January 20 and April 20.

MEMBERSHIP REPORT (Dave Albert)

Dave Albert distributed NCMEA membership comparisons for 2006-2008. He reported that no forms have been received for the Each One Reach One campaign.

INFORMATION SERVICES (Libby Brown)

Libby Brown reported on the merging of the directory and the membership database. This database will also include teachers employed by private schools. Board members will receive this by email. This information should help us become aware of colleagues who are not members of NCMEA. Libby suggested that board members sort this information by district and by section then generate a form letter to send.

EDITOR'S REPORT (Carla Copeland-Burns)

At the January board meeting \$10,000.00 was approved for the new website. Editor Carla Copeland-Burns reported that the Publications Committee met on March 29 for a work session to plan the site and determine the navigation. These are critical issues necessary for receiving detailed quotes. The committee discussed the content and purpose, the current users and their needs and other potential users and their needs. These ideas were forwarded to designers for a detailed quote. Board members are requested to submit to Reta Phifer names of other designers they would like included in this process. The committee will look at the detailed quotes and examples of the designers' work, make a final selection for the designer and present its choice of developers to the Executive Committee.

Carla reminded board members of the May 15 deadline for the Summer/Fall journal issue. In the next journal there will be invitations for articles and journal covers. The Executive Committee is pursuing the issue of honors groups having permission for photo-images. Hopefully, anyone submitting a photograph for a journal cover will have acquired the approval to have the photo published.

COALITION (Amy Daw)

Barbara Geer, reporting for Amy Daw, reminded the Board of ARTS Day. On May 13-14 in Raleigh, music educators will have the opportunity to make an appointment to speak with legislators.

IN-SERVICE CONFERENCE (Barbara Geer)

Barbara Geer reminded section chairs that meeting room request and requirements forms were available for conference. NCMEA is outgrowing the space in Winston-Salem and will be looking for space outside the realm of Benton Convention Center. Sections are adding pre-sessions and additional sessions on Tuesday. She encouraged section chairs to request what they needed but be cognizant of the need to use what was requested. The first draft of the conference program will be available in August. If possible, it will be emailed to the Board for preview before the August meeting.

Dr. Phifer informed the board that the NCMEA website has a conference proposal form. She announced changes in room locations for Honors Chorus rehearsals. The Elementary Honors Chorus will rehearse in the Grand Pavilion and the High School Honors Chorus will use two venues.

Dr. Phifer expressed the desire to continue considering the new Raleigh Conference Center, which opens in September 2008, as a conference site. She will obtain a tentative bid from them once all sections have reported on attendance at sessions from the 2007 conference.

SECTION REPORTS

Elementary (Hazel Chapman)

Important issues discussed, recommended, and approved at the Elementary meeting:

- Discussion of evaluations and suggestions received from the 2007 NCMEA Conference
- Bylaws of NCMEA -Elementary Section, Article V- Government
- The 2008 Honors Chorus clinician and conductor will be Dr. Russell Robinson, who will also write a piece for Honors Chorus.
- The audition piece for 2008 conference is "The Laughing Song" from Two Songs of Youth by Paul Baslar.
- Due to a conflict using the Hearn Ballroom in the Marriott, Elementary Honors Chorus rehearsals will be in the Grand Pavilion at Benton Convention Center.
- Student safety is a priority at the conference; therefore, there will be a sign-in/sign-out sheet for teachers at the rehearsals. Teachers leaving the Honors Chorus rehearsal area will leave a destination and a cell phone number in case of an emergency.
- The Executive Committee recommended Beth Ulffers to co-chair the Honors Chorus along with Barina Blackwelder. It was approved by the Elementary Board.

- Danny Yancey was recommended by the Executive Committee and approved by the Board to coordinate the Share Fair.
- Chairs for various committees were assigned.

Band (Phillip Riggs)

The Band Section's nominee, Ed Rooker, was awarded the MENC Lowell Mason Award at a reception during the 2008 MENC National Conference. Phillip Riggs, NCMEA Section Chair, and Ed attended the reception.

The State Marching System continues to grow. With approval from the Executive Committee, the Band Section will recognize state marching festivals like is currently done for concert bands and jazz ensembles. Marching bands participating in festivals will be evaluated using state sheets and receive a rating and an NCMEA plaque just like choirs, orchestras and concert bands. Josh Potter has assumed the Marching Committee Chair.

High School Choral (Ann Huff)

Hinshaw and Walton Music publishing companies will be joining forces to present a choral reading session for the High School Choral Section on Monday at the fall conference. Dr. Jerry Blackstone will be the clinician for the Honors Chorus.

Middle School Choral (Dave Dobbins)

All district festivals have been successfully completed with no significant problems reported. All festivals have reported their financial statements to the Student Activities Chair.

Plans currently being made by the section officers for 2008 Conference include Dr. Judith Bowers as the Honors Chorus clinician and as a presenter at a Monday morning session. Dr. Carol Krueger will present a two-part sight-reading workshop and Mark Patterson will lead the reading sessions.

Orchestra (Scott Laird)

Both the Eastern and Western Regions have successfully held Regional Orchestras and Regional Contests/Festivals. The Jr. Regional Orchestra Festivals are upcoming events. All of the events have been successful and the membership has worked together to ensure an overall quality experience for the students.

Collegiate (Jane McKinney)

The collegiate planning session for the NCMEA Conference was April 13. The meeting was chaired by CMENC President Josh McKelvey. Jane McKinney expressed a concern that students are not adequately prepared to deal with violence in the classroom. There is a need for conference sessions on this topic that are informational as well as positive.

Higher Education (Melida Negrete for Bill Myers)

No report

Jazz (Andy Carter)

The Jazz Section is doing well. Attendance is up at all events and participation is the highest it has been yet. The festival has changed to multiple days in several regions. Filing of reports continues to be an issue. The Jazz Section is still looking for ways to get jazz choirs involved. We are adding a middle school all-state jazz band next year.

COMMISSIONS AND COMMITTEES

Constitution (Dave Albert)

Libby Brown will help edit and define issues of the constitution. Since no updates have been done for about fifteen years, we have some procedures that we are practicing that don't appear in print. We also need to make sure the constitution doesn't disagree among the sections and that it is in line with the MENC constitution. To expedite our meetings we need to spend less time on rationale and more time on discussion.

Historian (Maribeth Yoder-White – absent)

No report

Information Services (Libby Brown)

The NCMEA Directory has been merged with the NCMEA membership list. This revised directory, which will be e-mailed to the board, contains school e-mail addresses and various corrections and updates. District Presidents and Section Leaders are encouraged to contact prospective members and inform them of the benefits of NCMEA membership. Retired members are listed.

If your LEA/Institution of Higher Learning did not respond last year, please send the name of a new contact person and their e-mail address. If your LEA or District added a new school(s), please send the name and address of school and current music directors. Please send any corrections, additions, and suggestions to Libbster@triad.rr.com.

Retired Membership (Richard Keasler – absent)

No report

Exceptional Children (Michelle Hairston)

The Exceptional Children and the Elementary Sections will combine for a session at the November conference that will address accomodating students with Severe and Profound Mental Retardation in the classroom.

Multicultural Awareness (Jason Thompson)

No report

Arts Coordinators (Mark Propst)

Dr. Rebecca Bailey, Dean, Meredith College, School of the Arts will host the next meeting on September 26, 2008 at Meredith College, Raleigh, NC.

MIOSM (Lisa Qualls)

Lisa Qualls reported she was contacted by Karen Johns, Kansas MIOSM Committee Chair for the purpose of dialogue, sharing ideas, and discovering what MIOSM Committee Chairs from other states are doing in their respective organizations. Common problems are gathering data of participation in MIOSM for our respective organizations and the difficulty of involving middle and high school teachers in MIOSM.

Young Professionals (Lisa Qualls)

The revised Young Professionals' Application and an article outlining these changes will be printed in the Spring issue of *The Educator*.

General Music (Rue Lee-Holmes)

A survey was designed to elicit feedback from middle school and secondary general music teachers concerning session topics offered at NCMEA conference since conference sessions for these levels have been sparse. Survey results will be used to improve the quantity and quality of General Music sessions offered at NCMEA conference for middle school and secondary general music teachers.

Research (Jennifer Bugos)

Dr. Richard Colwell will be the clinician for the upcoming NCMEA Conference.

Teacher Education (Suzi Mills-absent)**Tri-M**

No reports

Technology (Victor Hebert)

In addition to the technology sessions offered at the conference, a full day of sessions will be offered on Saturday.

SDPI/Government Relations (Christie Lynch – absent)

No report

Music Industry (Jim White)

Jim White reported he is looking for ways to involve music industry associates in supporting NCMEA. He would like to add a Music Industry section to the NCMEA journal which might include articles, possibly written by music dealers, pertaining to updates on manufacturing, new products, or similar topics.

AWARDS

Music Education Advocate (Hazel Chapman for Fran Page)

The Music Education Advocate Committee presented the name of Carol Robbins as the nominee for this award. Carol has developed ways to support the music community in the Triangle area. The motion from the committee was approved by a voice vote.

Honor Superintendent (Fran Page)

NCMEA Hall of Fame

No reports

SCHOLARSHIPS

Bill McCloud Scholarship (Sonja Williams)

Application packets were sent to each committee member on April 8. A scoring sheet was devised to assist in the selection process.

While there was only one applicant for the Bill McCloud Scholarship, the committee felt that Faye Moser from Brevard College was a deserving recipient. Committee members were Susan Mills, William Myers, and Jane McKinney. The motion from the committee was approved by a voice vote.

Ruth Jewell Scholarship (Sonja Williams)

From the six applications, the Scholarship Committee recommended Karen Zimmerman, a Music Education major at Salem College. Committee members were Lorna Graves, Jody Henley, and Jason Thompson. The motion from the committee was approved by a voice vote.

Barbara Bair Scholarship (Sonja Williams)

There were five applicants for the Barbara Bair scholarship. The Scholarship Committee recommended Carrie Snyder, a percussionist and harpist at Central Davidson High School. Committee members were Anne Goss, Blair Crocker, and Richard Keasler. The motion from the committee was approved by a voice vote.

NCMEA Mini-Grant (Connie McKoy)

Two applicants were recommended to receive a mini-grant to pay the registration for an Orff certification workshop (\$475.00 each) and one applicant was recommended to receive a mini-grant to pay the registration for a World Music Drumming workshop (\$489.00). The total mini-grant funds used was \$1,439.00. These mini-grants were approved by the Executive Committee.

DISTRICT REPORTS

District 1 (Jenny Davis - absent)

District 2 (Anne Goss – absent)

No reports

District 3 (Wendy Cooper)

Burke County special area teachers are not allowed to attend a conference paid by school funds during a school day. Board discussion suggested checking with the NCAE representative because staff development funds must be divided equally among the staff.

District 4 (Adam Joiner)

No report

District 5 (James Daugherty)

- Mooresville Graded School District is undergoing a digital conversion with students in grades 4-6 as well as high school students receiving Mac Books. The following year all students in grades 4-12 will have laptops.
- Tyro Middle School's seventh and eighth graders received a perfect score in sight reading at festival this year.
- Lexington and West Davidson High Schools traveled out of state to perform.

District 6 (Jane Orrell for Lorna Graves)

District 7 (Jody Henley)

No reports

District 8 (Marie Riedesel)

Pinecrest High School Chamber Ensemble and Sotto Voce Ensemble, directed by James Brown, took first place at the Heritage's "Festival of Gold" National Choral Competition in Chicago.

District 9 (Arris Golden)

The Alamance Burlington School System had its first annual Elementary All-County Chorus on March 1. This date was chosen to kick off "Music in Our Schools Month".

District 10 (Eugene Cotton – absent)

No report

District 11 (Lynda Boltz)

District 11 member Ann Huff and her chorus from Enloe High School in Raleigh performed the Brahms Requiem at Carnegie Hall under the direction of Craig Jessup, director of the Mormon Tabernacle Choir.

Many fine arts teachers helped United Arts of Raleigh during their recent fund-raising drive. One of the most significant tools utilized was the Arts North Carolina DVD.

District 12 (Teicher Patterson – absent)

No report

District 13 (Debbie Jones – absent)

Debbie Jones will replace Jennifer Sugarik who resigned. Debbie will fill this position until November when a district election will be held.

District 14 (Brad Staley – absent)

District 15 (Blair Crocker – absent)

No reports

PRESIDENT'S REPORT (Jerry Cribbs)

President Cribbs expressed his thanks to NCMEA Board for providing the opportunity to attend the MENC National Conference in Milwaukee. North Carolina was second in attendance behind New York.

Highlights of the conference:

- Ed Rooker and Fran Page were honored with Lowell Mason Awards.
- The Advocacy plan was emphasized with reference to the recent Harris poll.

- The All American Marching Band was recognized. This band, directed by Bob Buckner from Western Carolina University, included five students from North Carolina.
- The World's Largest Concert was reinstated.
- A report indicated that students are more likely to choose a music teacher as a role model.
- MENC is working on adjudication.
- MENC's investments are being upgraded.
- A new and improved MENC website includes lesson plans.
- The 2010 national conference will not be held in Kansas City. The quality of state conferences has improved greatly causing more members to attend state conferences rather than the national one. Also contributing to lack of attendance at the national conference is the difficulty of obtaining release time and the time of year the conference is held. A consideration is that the national conference will be held the same week each summer in Washington, D.C. More information will follow in the NCMEA Journal.
- The Southern Division Leadership Symposium, hosted by the Georgia Music Educators Association, will be September 14-15 in Atlanta. A tentative schedule is available. Attendance will be by invitation of the state music education boards.
- On April 27 Maxine Swalin will be honored. The celebration, in honor of her 105th birthday, will be held at 2:00 p.m. in Memorial Hall on the campus of the University of North Carolina at Chapel Hill.
- Membership growth awards were presented to the CMENC chapters from Brevard College, Elizabeth City State, and Methodist College.
- Barbara Geer, incoming MENC president announced the new national theme – Music....Just Imagine.

OLD BUSINESS

None

NEW BUSINESS

Motion (Daugherty/Riggs):

In an effort to keep the North Carolina Music Educators Association on the forefront of education language and reform, it would be in our best interest to change the name of all student adjudicated events in all NCMEA sections to the title of Music Performance Assessment. In other words all choral, band and orchestral festivals/contests would now uniformly be called the North Carolina Music Performance Assessment for the section in which the assessment is being administered.

Discussion followed. The motion was withdrawn and a task force comprised of section chairs was asked to investigate and present their findings at the next meeting.

Reminders:

- NC ARTS Day in Raleigh, May 13-14
- Board meetings
August 8-9, Burlington Country Inn and Suites
November 11 – Winston-Salem
- Journal Deadline for Summer/Fall, May 15
carlacopelandburns@hotmail.com or cecopelan@radford.edu
- Southern Division Leadership Symposium, September 14-15, Atlanta
- Future NCMEA conference dates
November 7-10, 2009
November 6-9, 2010
November 12-15, 2011

Door prizes were won by Ann Huff and Hazel Chapman.

There being no further business the meeting was adjourned at 2:25 p.m. (Dobbins/McKinney)

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
Barbara Geer	In-Service Conference Chair
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
Jane McKinney	CMENC President
Merida Negrete (Bill Myers)	Higher Education Chair
Libby Brown	Information Services Coordinator
Michelle Hairston	Exceptional Children Chair
Jason Thompson	Multicultural Awareness Chair, Member-at-Large
Lisa Qualls	MIOSM Chair / Young Professionals Chair
Rue Lee-Holmes	General Music Chair
Jennifer Bugos	Research Chair
Victor Hebert	Technology Chair
Sonja Williams	Scholarship Chair
Amy Daw	Coalition
Jim White	Music Industry Representative
Wendy Cooper	District 3 President
Adam Joiner	District 4 President
James Daugherty	District 5 President
Jane Orrell (Lorna Graves)	District 6 President
Jody Henley	District 7 President
Marie Riedesel	District 8 President
Lynda Boltz	District 11 president