



South Dakota Music Education Association

Approved Meeting Minutes

January 4th, 2020

LB Williams, Mitchell, SD

10:00 AM

Board Members Present: Bethany Amundson, Kim Bogart, Mike Bossman, Kim Bruguier, Tanya Davis, Kristen Dunlap, Sheri Holt, Angela Larson, Erin McFarland, Dave Sanderson, Paul Schilf, Laura Schenk, Molly Stueckrath, Kortney Temple, Spencer Wahl

Board Members Absent: Jon Bakken, Rogene Brown, Char Cade, Andrea Harstad, Vicki Hyder, Beth Neitzert, Kari Owens, Colby Shuck, Wendy Van Gent

President Bruguier brought the meeting to order at 10:09 a.m.

Changes/additions to agenda: There are no changes or additions to be made to the agenda. Welcome to Sheri Holt as our new secretary.

Secretary's Report – Sheri Holt

Please review minutes at www.sdmea.net

Motion by Laura Schenk, second by Mike Bossman to approve the August 2019 meeting minutes. Motion carries.

Motion by Bethany Amundson, second by Angela Larson to approve the November 2019 meeting minutes. Motion carries.

Discussion was made about the November meeting. This meeting doesn't count as our two of the three meetings required. It is ambiguous regarding our bylaws. With this meeting we actually have four meetings. The time of the meeting (7 a.m.) is a bit challenging due to the overlap with the elementary honors choir schedule.

Treasurer's Report—Laura Schenk

We run on a fiscal calendar: July 1st to June 30th. Schenk reported that we are still waiting for the Denny Sanford bill to come in yet so it currently looks as if we have made

money on the conference, which is not the case. Looking at a \$15 to \$16,000 loss this year after we pay our \$20,000 bill to Denny Sanford.

Some things that Elementary Honors Choir audition fees are in last year's fiscal report. Made around \$5,000 on ASCO t-shirts.

Working with a new accounting firm so still working out some kinks.

We will end the year negative but expect that to bounce back with our upcoming spring events.

Grants—tried to give each school that applied at least some portion of the monies requested. Some grants we paid directly to the school districts while some grants we paid the company directly. Ex. Purchased a cello directly from company.

Reminder that any monies paid over \$600 are required to fill out 1099 (example—paying conductors). NEVER mail cash! Get a cashier's check if need be.

FORMS: Please familiarize yourself with the forms available on our website. The forms include deposit, 1099s, W-9s, tax-exempt, and voucher. If you need money for anything you must fill out a voucher.

Deposit guidelines: two people must sign off on deposit form (one must be a board members). Each check must be stamped. Please double check any checks that you receive—make sure that each check is filled out to SDMEA and is legible and filled out completely.

A copy of our tax return is available for viewing upon request.

Discussion was made regarding ticket prices for our events. The concern was to be consistent across events. Festivals are often during the weekday and are under a half hour

Motion by Tanya Davis, second by Laura Schenk to charge \$5 ticket sales for all-state and honors events with the recommendation for a free-will donation for festivals. Motion carries.

Discussion was made about getting multiple bids for event music from different music companies. To be fair and consistent, we should also be getting bids for all things, ex. ACSO t-shirts.

Discussion was made about policy regarding donations for events: "event sponsorship" verses "gifts in kind." To clarify, please make sure you are not soliciting event sponsors, but it is fine to ask for "gifts in kind."

Motion by Bethany Amundson, second by Erin McFarland to approve the treasurers report. Motion carries.

Executive Director Report—Paul Schilf

Schilf reported on very positive responses from the many different college students in his travels. This past fall he met with the USD chapter, SDSU chapter, as well as the Nebraska MEA. He will meet with the USF chapter and MNMEA in February.

Schilf brought up a problem that we currently have regarding insurance. We have been holding events that are not being covered in our insurance. Every event (workshops, summer sessions, festivals, honors events, etc.) *MUST* be covered. Spring event organizers need to get in touch with locations to see if the local school's insurance will cover. If the school's insurance covers this, please make sure to turn in an email or proof that this is covered. Schilf and Schenk will work on a form to simplify this process. This Google form will need to be completed for each individual event. The goal would be to complete this during the August meeting and then Schilf will be able to turn them all in at once to our insurance.

Schilf reminds us that when in doubt please check our bylaws and policies. Please familiarize yourself with these.

President Report- Kim Bruguier

President Bruguier reported that she had attended the North Central Division meeting in Minneapolis. It was brought to her attention at this conference to make sure our events are in compliance with ADA. One area she shared from the meeting was adaptability and alternative ensemble. Create music experience camps. Discussion was made about ensuring that students with special needs and concerns be addressed. It was decided to use this wording on forms:

"Do any of your students require special services to participate in this event? (interpreter, chair ramp, larger print music, sensory space, food, etc.)"

Bruguier shared a few minutes of a YouTube video of an all-inclusive drum corp. Future discussions should include alternative ensembles

- Things to think about==ADA compliance for events—make sure to ask your location if they are an ADA compliance place.
- Process for students that want to audition for national honor ensembles
- Good disc guitar ? event? Chair? Festival?
- Alternative ensembles—inclusive? Adapting for special needs

- Division elections/ questions—we are not voting because we don't know the people.

Bruguier shared where we can find information on the two candidates that are up for National President. She would like to get information out Society and council—we can invite to our board meetings and conferences.

Collegiate Chapters are building. How can we support and use our collegiate members. We need to think about sending a collegiate to the national conference. Some hotel, meals, and travel stipend were given out the one time we have done this in the past.

We will discuss collegiate monies spent verses grant monies during our May meeting.

Bruguier is hoping to use Facebook, our website, and emails more. Event chairs should notify Mike to keep the website up-to-date. Send Facebook information to them as well! Schilf and Kolby are able to send things out to the full membership. Be specific email in your email and include your contact information.

Digital meetings: The August date was very conflicted with lack of attendance. Discussion needs to be made regarding our August date as well as the possibility of holding digital meetings. Digital meetings will save travel cost yet stipends will still be dispersed.

Further discussion was made to have the digital meeting as a back-up option in case of weather or unforeseen circumstances.

Recommendation from Schilf to have the board change the wording on the digital meeting item in the bylaws to include the back-up option in case of weather or unforeseen circumstances.

Traveling to ND conference in March to get ideas on how they run theirs. She will also be presenting at this conference.

Bru requests a one-night hotel.

Discussion was made on meeting dates and times.

A motion was made by Schenk, second by Wahl, that the August meeting must happen prior to Labor Day. Motion carries.

LUNCH BREAK

President Elect Report- Bethany Amundson

Amundson thanked board members for the help in covering her duty while she is working towards her doctorate. In the meantime, Bruguier would like some help in getting the newsletter out, especially the November newsletter since it is usually a big one. Deadlines are not always kept with articles being turned in.

Discussion was made to have a consistent deadline in getting the newsletter out. It was decided that the 1st of the month the newsletter should be released while items are due by the 15th of every other month. The next deadline is January 15th with February 1st release. Please send to sdmea@sdmea.net

Amundson reported that she will be performing and attending the Kansas MEA conference. She will bring back the tract to share for ideas.

SDHSAA Report—Brooks Bowman

Not in attendance today.

Bruguier shared that Brooks had mentioned that SDHSAA appreciated all that SDMEA does.

State Music Education Conference 2019

Recap and discussion for 2020

Bruguier is our conference chair on this and reported that we doubled our attendance number! One of our largest expense is currently hotel (\$6,000). Everyone who presents is offered one-night hotel stay. Bru believes that we should not offer that to everyone but to just presenters that are presenting numerous times or are our keynote speakers. Would like to pay Jon a stipend as the exhibit chair. Filling out exhibit hall will help us to make our conference profitable financially.

Would like to consider offering directors that have students there a free session or a punch card of sometime.

Summer session: Tracy King 2020

Chair Reports:

Middle School Band-- Kristen Dunlap (Danny Eye, chair-elect)

Dunlap reported that things went smoothly. Thanked Colby for his help with auditions. Entries were up—80 unique director (60 last year). 479 auditions verses 370 auditions last year. 200 students are included in the band. New teachers had not received all of the information so we are still struggling with updating our email list. Discussion was made on putting Dunlap's contact information on the website to help with this situation. The idea was brought up to create a google form on our website that asks the all directors to update their information and check what events they may be interested.

MS Band will be held in Huron once again the first weekend in March. Dunlap will add stronger language in her audition information to director's addressing audition tampering.

Dunlap suggested that once a chair leaves, that chair would be willing and available to assist the next chair. Specific information on chair duties would also be helpful, including years of commitment.

Elementary Report—Vicki Hyder, (Tanya Davis, chair-elect)

Davis reported that Elementary Honors Choir 2019 went very well. There was 180

Collegiate Report— Dave Sanderson

Sanderson reported that 7 institutions from the state were represented in the Collegiate Day Sessions. There were six performances from two institutions (NSU and USD).

There was four representatives from three institutions The collegiate president's council

Next year recital

Looking for ideas from teachers on how the Music Museum can be used.

USD Chapter brings in monthly speakers.

NMTM Report—Dr. Wendy Van Gent

Not present/no report

Middle School Report—Erin McFarland

McFarland reported that the MS Festival is April 14th with snow day of April 21st. Sites include Mitchell, Yankton, and Sturgis. Registration closes February 21st.

Band Report- Spencer Wahl (Calvin Lipetzky, chair elect)

MS All-State Jazz Band is February 7-8 in Mitchell. Guest clinicians

91 auditioned last year. Google Drive is being used to manage auditions.

Plan on breaking into sectionals this year verses having a performance. Looking for a photographer.

Directors workshop: Clinicians include Pete Hansen, Andrew Robinette, Laura Schenk, and Ali Dunbar. Looking for an institution that will offer credit for this.

Tri-M Report – Molly Stueckrath

Stueckrath reported that more chapters are starting. It is difficult to find out who actually has started as they don't always communicate with her. She would like to have new chapters highlighted in the newsletter/magazine. Discussion was made to include a session at the conference on Tri-M. (Grants were given to a few schools this past fall to start at Tri-M).

Webmaster/Historian Report – Mike Bossman

Bossman reported that he prefers news items for the website be sent to him in a PDF.

Also, please be specific on what you would like posted. He appreciated this very much!

Bruguier found a SD MENC/MEA banner. That will be sent home with Bossman.

For SDMEA related matters email Bossman at webmaster@sdmea.net rather than his k12 address. Bossman updated the website in regards to board member names and contact information.

Retired Report- Char Cade

Not present/no report

Awards Report—Kim Bogart

Bogart reported that the awards cost around \$600 with an additional \$36 for shipping of the plaques to those who could not make it.

Thanks to Paul Schilf for generously printing the programs for the awards banquet.

\$100 was given to Augustana for performing during the banquet.

Discussion was given that it was done very classily and elegantly. It was open to the public this year so the numbers were higher.

Discussion was made on a better way to collect the information regarding years of service and other awards.

Membership Chair Report: Colby Shuck

Not present/no report

Choral Report – Angela Larson

Larson reported that the 2nd annual freshmen festival went smoothly with 108 students participating. Dr. Andrew Robinette from SDSU was the guest director. 8 schools participated. A free-will donation was asked at the door with a \$5 recommendation.

Google form was a better way to collect information, although some schools had students complete the form. Discussion was made to use PayPal. The price of the T-shirts will go up using PayPal. Frustration was expressed over schools not picking up their T-shirts in a timely manner. A set time will be given for shirts to be picked up.

Orchestra Report –Kortney Temple (Laura Cooper, chair-elect)

Temple requested that a google document be created that lists all vendors that event chairs have utilized in the past. This document could be shared with all board members to help in planning. Bruguier created a document right away in google docs. This document can be found under Board Member Training. Bruguier emailed the document to board members as well.

Temple requested that our board member training be updated. Wording was changed to be more inclusive regarding reimbursement.

Temple also requested that our website board of directors be updated. Bossman updated member names and emails.

Discussion was made to add a link at the bottom of our website for donations. Our webmasters would need to be paid to build this if we decide to do this.

Temple reported the MSASO will take place February 21-22 in Rapid City. There are 62 students chosen/18 schools represented. The conductor is Christopher Standichar. He wrote a personalized letter to the students. This letter can be found on our website. There were 165 entries with 23 teachers/schools. Had a few audition issues.

A report was submitted by chair-elect Laura Cooper on the String Symposium. Temple shared this report with us. The 2021 String Symposium will possibly be February 12-13. BVHS is a possible location as well as Mitchell. Looking to revamp the String Symposium a bit. We may put more energy into the state conference versus the symposium. A discussion was made on which one would be better...symposium or the conference. The challenge is to ensure that sessions are different. Perhaps the SDSTA would be interested in taking over the String Symposium if it becomes too much work for the chair/chair elect. Discussion was made to reach out to teachers for some feedback on this. Cooper is seeking candidates for orchestra chair-elect. (Two years as elect, two years in chair).

Discussion was made to change the audition music or the repertoire to match each other more appropriately. This seems to be a challenge for the orchestra world depending upon what curriculum is used at a given school or private lesson venue. No decisions made at this point.

Temple brought up an Elementary Orchestra Event 3rd-5th Grade (6th) for the year 2021. Saturday 9 to 3. Students would be nominated by their teachers. Criteria TBD. \$35 registration fee per student. Would need to have 44 students to make this fiscally work (62 student cap).

Motion was made by Bethany Amundson, second by Laura Schenk, that we create the Elementary Orchestra Event in 2021 with Kortney Temple running it as a one-year interim elementary position and Bethany Amundson as board member representative. Motion carries.

Old Business

Email Kim Brugueir directly with newsletter items.

New Business

Bylaw review regarding number of years required for board members. Discussion was made regarding the terms served by board members. The Executive Director is currently a term of six years and must have prior experience serving on the board in some capacity. This is a hired position. The president is currently 4 years.

- Electronic meetings protocol

A motion was made by Laura Schenk, a second by Erin McFarland, to amend the bylaws to state that under Executive Director previous NAFME or affiliate board experience is preferred. Motion carries.

Bethany Amundson will be our nomination chair with Angela Larson and Laura Schenk on her committee. Send names to her President Elect, MS general/choral, orchestra elect, and band elect.

Discussion was made about adding a technology person to help with registrations, ordering forms, etc. It was decided that the executive board would meet on this and bring it to the next meeting for a vote.

Stipend position review process: treasurer, webmaster, magazine, executive director, and conference director. Discussion was made on using an online evaluation form to review these positions. It was decided that May would be the best time to use this form with reappointments reoccurring at the August meeting.

Motion by Laura Schenk, second by Kristin Dunlap to adjourn the meeting. Motion carries.

Meeting adjourned at 4:28 p.m.

Next meeting: May 30th, 10:00 a.m. start time at Brandon Valley

Submitted by Sheri Holt