January Board Meeting
January 2, 2018
9:00 AM – 5:00 PM CST

MINUTES

January Board Meeting
January 2, 2017
9:00 AM – 5:00 PM CST

MEETING CALLED BY President, Caleb Chapman
TYPE OF MEETING Bi-annual Board of Directors Meeting
NOTE TAKER Interim Secretary, Mary Jo Papich
ATTENDEES President, Caleb Chapman; President-Elect, Todd Stoll; Immediate Past President, Bob Siniclope; Vice President, Bob Breithaupt; Interim Secretary, Mary Jo Papich; Treasurer, Tim Fellow; Diane Chandler-Marshall, Lonnie Davis, Dan Flores, Dan Gregerman, Monika Herzig, Sean Jones, Ashley Shabankareh, Francisco Torres, Rodney Whitaker, Greg Yasinitsky

Agenda

9:00-9:05 AM APPROVE MINUTES FROM PRIOR BOARD MEETING CALEB CHAPMAN, PRESIDENT

DISCUSSION Motion by Ashley Shabankareh to approve minutes of last August board meetings. Seconded by Treb Winegar. Motion passed.

ACTION ITEMS

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<th>PERSON RESPONSIBLE</th>
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<td>Board and members</td>
<td>1-2-2018</td>
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9:05-9:10 AM CURRENT MEMBERSHIP REPORT CALEB CHAPMAN, PRESIDENT

DISCUSSION 1842 Current Membership as of January 1, 2018

ACTION ITEMS

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9:10-9:30 AM PRESIDENT’S INITIATIVES UPDATE CALEB CHAPMAN, PRESIDENT

DISCUSSION Reflecting on 2017 President’s Initiatives:

1. **Membership Goal**: Increase membership to 4,000 by 2018
   - Continue to increase membership- CONTINUING to work on.
2. Launch new website - DONE! Launched this fall and looks great. Integrated new CRM Customer Relations Management, most of the work done by Managing Director, Sharon Burch.

3. Introduce Area Units & Education Chapters - HAPPENING right now all over the world!

4. Hire managing director - DONE! Sharon Burch is our first full time employee and has been working nonstop and it shows. Dedicated PR push by marketing director Steve Nigohosian has been quite effective.

5. Regional Conferences - HAPPENING! Director Julius Tolentino is planning a regional conference on the East Coast and a European site (Pescara) has offered to host a regional conference.

6. Create Policies & Procedures for organization - IN PROCESS To improve organizational efficiency and consistency.

7. Improved committee operations - HAPPENING due to hiring of managing director.

8. Upgraded Bookkeeping procedures - HAPPENING

9. Implemented internal communications tool, JENI intranet - DONE

10. Strong and competent board - moving from working board to managing board - HAPPENING

11. Conference attendance at an all time high in New Orleans.

12. Donations - Continue to increase - ONGOING

13. Diversity focus - new committee chaired by Ashley Shabankareh - HAPPENING

14. Sisters in Jazz Collegiate Combo program - LAUNCHING in 2019

15. Scholarship Concert fundraiser - ONGOING, idea started by President Elect Todd Stoll and implemented by President Caleb Chapman at 2017 NOLA Conference was a big Success.

16. Public perception continues to improve - Attracting new attendees

17. Increased JENerations Jazz Fest participation - 53 groups this year! This initiative was started by President Caleb Chapman. It brings more students to the conference and generates income.

18. New member benefits - composers have been contacted for offering new charts to new Members.

19. Big push on membership at conference - President challenged each board member to recruit attendees to become members during conference to increase total enrollment.

**ACTION ITEMS**

| Board members - conference contest - who can sign up the most new members by the end of the conference? | Board Members Deadline: Saturday at 1:30am |
**MANAGING DIRECTOR’S REPORT**

**SHARON BURCH, MANAGING DIRECTOR**

**CHARTS** - A selection of six charts will be offered to new members in January 2018.

**NEON CRM** - Launched and functioning. Discovered limitations for JEN’s needs. Meeting with Neon consultant in January for further training and determine next steps to meet the needs of JEN conference registration and applications. Neon currently does not allow uploads with applications and forms—a requirement for our organization.

**FINANCIALS** - Updating the accounting process and system utilizing newer technology tools and aligning with the annual 990 form, non-profit policies and procedures and easier tracking and reporting. Contracted non-profit Quickbooks Online specialist, Gregg S. Bossen Accounting Firm (Atlanta, Georgia) for monthly reconciliations and training/consulting as needed. The firm also serves as a consultant for NEON CRM/QBO integrations.

**SERVING OUR MEMBERS** - Many hours spent answering phone calls and emails. Consider creating a customer service position during the busy season (September - December) when money allows.

**VIRTUAL BUSINESS OFFICE** - Established a Chicago address (1440 W. Taylor St. #1135, Chicago IL 60607) and phone number (1-312-781-6299) since we are officially registered in Illinois as a non-profit. The system allows for change of officers or staff without changing the business contact information, providing stability for our virtual organization. The system is working well.

**AREA UNITS, CHAPTERS & SOCIETIES - LAUNCHED!** Continuing to work on gaining membership, big push at Midwest Clinic in Chicago. Printed info cards.

**SISTERS IN JAZZ COLLEGIATE COMPETITION** - Launching in 2019! Sponsored by North Coast Brewing Company and will be run by Women In Jazz committee. Being announced at 2018 Conference at WIJ meeting.

**MARKETING** - Steve Nigohosian is doing a great job with consistent email newsletters, press releases and working with the conference show guide. Set up a Facebook Business account for increased marketing on Facebook and Instagram in 2018.

**DOWNBEAT, JazzTimes and JazzEd** - Continue to be our affiliate magazines at discount price to membership.


**DONATION LETTERS** - Sent out. Acknowledged Mary Jo’s friend, Terri Weinstein for donating $10,000 for MJ’s 10 years of work with JEN and Fran Morris Rosman for $1,000 and Kirk Whalum for monthly donations.....Donate button on website.

**REQUESTS AND RECOMMENDATIONS**

Consider changing the scholarship and awards application timeline to earlier in the year.
- Mar 1 - May 31 Open to chapters and societies
- Apr 1 - May 31 Open to membership
- Jun 1 - Sep 1 Review process (or Jun 1 - Aug 1)
- Sep 1 (or Aug 1) Notify recipients This allows time for arranging travel plans, take advantage of cheaper airfare and helps the conference coordinator and the hotel to plan for the rooms accordingly.
**ACTION ITEMS** | **PERSON RESPONSIBLE** | **DEADLINE**
---|---|---
Site visit to Reno | Sharon | April 26-28, 2018
Change email addresses on our website to jazzednet.org for Dr. Lou Fischer. | Sharon | January 31, 2018

10:15 - 10:30 BREAK

10:30 AM - 11:00 AM  
**OUTREACH/JAZZ2U COMMITTEE REPORT**  
**MARY JO PAPICH, CHAIR**

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**Key Initiatives**
1. Continue awareness campaign for OUTREACH/JAZZ2U
2. Re-apply for the JAZZ2U grant with Herb Alpert Foundation ($90,000 total since 2013).
3. Update/Improve the Evaluation form used for JAZZ2U and move to new JazzEdNet.org website.
4. Explore virtual outreach possibilities, possible teaming with JALC.

The JAZZ2U re-granting program that exists within the Outreach program has been quite successful this past year thanks to a generous grant of $15,000 from the Herb Alpert Foundation.

The 2017 stats are as follows:
- 37 Applications Approved
- 17 States involved
- 10,477 participants

Thanks to the support of the HAF the JAZZ2U programs has reached the following participants:
- 2017 – 10,477
- 2016 - 4,560
- 2015 - 7,030
- 2014 - 5,600
- 2013 - 2,580

**5 yr TOTAL 30,247**

Very little conference outreach was done in Dallas as most schools were on vacation. Since inception in 2010 JEN’s Outreach programs, including conference and JAZZ2U have reached over 40,000. With the additional Trad Jazz workshops/kits, participants are estimated at over 140,000.

MJ Papich thanked her review panel of Mike Vax and Diane Chandler-Marshall. She credited marketer Steve Nigohosian for outstanding work in promoting the grant program. Increasing the grant amount also resulted in more applications. All grant monies were accounted for by August 1st with about 10,000 participants. In December, HAF graciously donated $20,000 for use in 2018.

Discussion ensued on the success of the program. President Caleb Chapman mentioned the possibility of giving bigger grants for bigger events should be discussed by the committee. MJ Papich suggested the Scholarship concert monies should be used for any student initiatives, not just scholarships.

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**ACTION ITEMS** | **PERSON RESPONSIBLE** | **DEADLINE**
---|---|---
JAZZ2U applications open online for 2018 by end of January. | Sharon | Jan 30, 2018
Locate key school person in Reno to assist in Conference Outreach 2019 | Sharon/Mary Jo | April/August 2018
Key Initiative #1 Increase women applicants for annual conference
Key Initiative #2 Increase female applicants for JEN scholarships
Key Initiative #3 Improve conference mentoring for female jazz students

Overall, to increase visibility of women in jazz at the conference and overall.

- Natalie reported a dedicated push (created flier and distributed it) to get more applicants for scholarships and for conference presentations/concerts.
- Sponsored a “Meet n Greet” and women’s jazz session with mentoring at the Dallas 2018 Conference for a 2 hr slot.
- Girls Jazz Day workshops are being done around the country. Board member Lonnie Davis is planning one in South Carolina and Diane Chandler Marshall in Chicago.

SISTERS IN JAZZ collegiate combo competition announcement is being launched at Dallas 2018 to perform in Reno in 2019! Sponsored by North Coast Brewing, Co. with the help of JB Dyas.

- The committee will meet at the conference to discuss procedures and selection process.
- MJP suggested a Sisters In Jazz sub committee be set up with chair to handle audition process, to be headed by Ellen Rowe.

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<tr>
<td>Organize and Promote Sisters in Jazz Collegiate Competition</td>
<td>Natalie Boeyink</td>
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<tr>
<td>Organize and set up adjudicators for female audition/selections</td>
<td>Ellen Rowe/JB Dyas</td>
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<tr>
<td>Suggested the committee review female applicants numbers and review marketing strategies. Todd Stoll offered to assist.</td>
<td>Todd Stoll/Mary Jo</td>
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C. Increase capacity to accommodate the maximum number of student participants. Explore options to increase capacity through additional space.

**COMPLETED:** Robert Klevan and Lou Fischer have been working closely to accommodate the 52 groups that will be attending.

D. Provide Immediate Feedback both verbal and written for ensembles.

**COMPLETED:** Robert Klevan has the adjudication forms for judges. Selected clinicians will be instructed to interact with the performing groups.

E. Increase the number of vocal groups and vocal clinicians. (SEE LIST BELOW WITH ALL VOCAL CLINICIANS)

**COMPLETED:** As mentioned above, we have increased the number of vocal ensembles to 13 this year! Our committee has been actively reaching out to vocal clinicians to secure their participation.

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**11:30AM-12:00PM PERSONNEL COMMITTEE REPORT**

**MARY JO PAPICH, CHAIR**

**Key Initiative 1:** Determine and support JEN Personnel requirements

- Currently we employ one full time general managing director (Sharon Burch), one part time conference coordinator (Lou Fischer) and contract a communications coordinator for 30 hours a week (Steve Nigohosian).
- We continue to provide additional tech and clerical support at an hourly rate as needed (Ryan Adamsons and others).

**Key Initiative 2:** Update performance assessment review form.

**Key Initiative 3:** Do performance assessment review on employees in June and complete by July 30 and share with board at August meeting.

- President and President Elect will handle managing director and conference coordinator performance reviews.
- Director will handle Communications Coordinator performance review.
- Continue to review salary increases by assessment results and available budget.

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Increase the conference coordinator salary by 3% effective July 1. Sharon Burch, Managing Director July 1, 2018
Key Initiative #1: Increase the amount of global public relations coverage for JEN.

Key Initiative #2: Increase the effectiveness and reach of JEN social media postings and content.

Key Initiative #3: Provide Marketing support for JEN scholarships, regranting programs and Member benefits.

Steve Nigohosian, part time communications coordinator for JEN, has made progress on each initiative and gave an update on current activities:

- He has designed/printed Postcards for Reno, chapters, societies, JAZZ2U for handout. There has been a Social media push.
- He is focusing on benefits of JEN membership and how it helps people grow/develop cradle to grave to convince members to be loyal and stay with us. Our newsletter reaches approximately 6,000 a month. The President's message gets opened often by many.
- It’s a challenge to get members to donate articles for the e-newsletter, Dave Fodor has assisted often in recruitment.
- He is submitting info to media lists and grassroots bloggers for additional exposure.

We continue to have ads in:
- JazzTimes
- DownBeat
- JazzEd
- Our Conference photographers this year: Tom Schwarz, René Heumer and Frances Scanton.
- Videographer is Scott and Anna Nurmi of Mojo Factory Production. Videographer (based in DC) is here at conference to interview attendees, capture footage of the conference and transformation stories for marketing.

The board thanked Steve for his marketing efforts on behalf of JEN.

Read his full report for more details.

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<td>Caleb suggested giving bloggers a media pass and a room to blog in at conference for live streaming and interviews.</td>
<td>Sharon Burch discuss with Steve and Lou Fischer, Conference Coordinator, regarding logistics/feasibility.</td>
<td>January 31, 2018</td>
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<td>Connect with Farnell Newton, Jam of the Week, as he connects with thousands. Sean Jones volunteered to assist.</td>
<td>Steve Nigohosian/Sean Jones, Board Member</td>
<td></td>
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<td>President Elect, Todd Stoll, asked for stats on overall reach and clicks on email blasts.</td>
<td>Steve Nigohosian</td>
<td>January 21, 2018</td>
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<tr>
<td>Ashley asked for clarification of social media strategies. She suggested more Instagram and a fresh approach and she offered to assist.</td>
<td>Ashley Shabankareh, Board Member/Steve Nigohosian</td>
<td>January 2018</td>
</tr>
<tr>
<td>Steve asked MJP to get video footage of JAZZ2U events for PR.</td>
<td>Mary Jo Papich</td>
<td>2018 Jazz2U Responses</td>
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2:30-2:45PM NOMINATING COMMITTEE

- Chair Todd Stoll reviewed the board terms of service slate and announced there may be as many as five openings on the board for July 1.
- He also encouraged board members to nominate for Secretary and President on the Executive Board.
- February 1 - March 15

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<td>Submit nominations for Secretary and President Elect</td>
<td>Board Members</td>
<td>April 15</td>
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<tr>
<td>Submit nominations for board members</td>
<td>Board Members</td>
<td>March 15</td>
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2:45--3:00PM BREAK

3:00-3:15PM DEVELOPMENT COMMITTEE REPORT

- Development Initiatives
  - #1 Establish Foundational and Corporate Funding
  - #2 Expand and establish individual donor and outreach resources
  - #3 Establish interactive development webpage and social media outreach

  JEN10 Campaign is the fundraising plan for 2018-2019 campaign celebrating JEN’s 10 year anniversary with a goal of $100,000. This included a donor survey, conference ask, scholarship concert, social media campaign, board fundraising, major gift recruitment, individual gift donors and a holiday ask- “Take 5, Give $5.”

  $56,286 donated as of August 1.
  $93,453 in fundraising donations since July 2016 ($52,000 designated).
  Goal $100,000 and we are at 37,000 for this fiscal year.

  Click to read full report with JEN 10 campaign details.

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<td>Treb suggested - Play campaign video as part of the donation online process.</td>
<td>Sharon Burch/Michael Shirtz, Development Chair</td>
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<td>Board Donations - suggested each board member responsible for $1,000 donation (self or from others)</td>
<td>Board Members</td>
<td>12/31/2018</td>
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3:15-4:00PM CONFERENCE COORDINATOR COMMITTEE REPORT

- 2018 Conference Report
  - 3500 room nights booked in Dallas for 2018 conf (3200 obligation)
  - Sold out sister hotels—all good.
  - Master comp room account will be around $52,000 for board members, chairs, guests.
  - 53 JJF participating
  - 67 Instrumental and Vocal Clinics
  - 70 Concerts on 5 stages
  - 36 research presentations
  - 89 exhibitors
  - 275 Scholarship concert tickets sold at this time
- A total of 83 school groups will be performing here, some from Israel, Venezuela, others.

**Conference Coordinator Notes**
- Attendance registration seems higher than normal at this time.
- Many area schools donated stands for use at the conf, including Booker T Washington HS. Lou feels the conference is in good shape.

**Exhibit Hall Notes**
- Andrew Surmani, past president of JEN, has taken over the position of onsite exhibitors.
- He and Lou devised and implemented an Exhibit Hall Sound Control policy to start at this year’s conference.

Sharon handed out Exhibitor assignments for board members to stop by during the conference and thank them for their support of JEN.

Lou led walking tour of facility.

**2019 Conference Report**
Location: Grand Sierra Resort in Reno, NV
Date: Jan. 9-12, 2019
Lou gave overview of the site and it looks spectacular!

**Conclusions**
2019 Conference, “Now’s the Time” is ready to open!

Meeting adjourned until Wednesday, January 3, 2018.