MINUTES

January Board Meeting
January 3, 2018
9:00 AM – 1:00 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 Sinicrop; 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

9:00AM-9:10AM

Membership focus: President Caleb Chapman started the morning off with a directive to the board to commit to getting 3 new members to sign up during the conference.

JENeral Individual Member (ages 19 and up) - $84 annual dues
eJEN Individual Member (ages 19 and up) - $45 annual dues
yJEN Individual Member (ages 18 and under) - FREE
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JEN Corporate Member - corporations and small business - $550 annual dues
JEN Institutions Member - Education and nonprofit organizations - $350 annual dues

Chapter/Society focus: Managing director explained the chapter and society requirements.

Student Chapter= school, college, university, afterschool program
(all benefits- digital subscriptions to 3 magazines, free charts)
  • Organizer/leader
  • Minimum of 10 members
  • Slate of officers: President, Vice President, Secretary and Treasurer
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JEN Chapter: Collegiate - $84 annual dues
*Chapter student member - $24 annual dues
JEN Chapter: Secondary School - $84 annual dues
*Chapter student member - $0 dues (18 and under)
**Jazz Society** = community group of adults
(all benefits - digital subscriptions to 3 magazines, free charts)
- Organizer/leader
- Minimum of 10 members

JEN Chapter: Society - $84 annual dues
*Chapter Society member - $50 annual dues

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**Area Unit** = geographical units (states or geographical regions) serving as the point
person/officers or committee for the chapters and societies in the geographical unit area.

- To kickstart area units President CC asked for names of JEN leaders in each state
to establish area units at a geographical region, such as a state or group of small
states (New England states form as one area unit).

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Caleb Chapman shared accomplishments of current board members.

### Action Items

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<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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**9:40-9:55 AM**

**Jazz Industry & Music Business Report**

**Jay Ashby, Chair**

**Discussion**

**KEY INITIATIVES**
Key Initiative 1-Continue to foster relationships with like-minded bus individuals
Key Initiative 2-Update on sessions offered today.

- JazzHub Initiative and Jazz Connect, Jazz Forward relationships established and
they are here at the conference.
- A question the committee is dealing with is -
  - How effective is it to have this as a separate day or roll the business
    sessions into the conf schedule?
  - Remains a question. It is a challenge to get members here a day early.

Jay asked about what can be done to get submission numbers up in the industry/business
area?

Ashley Shabankareh asked if we had any connections with Midem in France.

The board thanked Jay for heading up this area.

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**9:55-10:15 AM**

**Nominating Committee Report**

**Todd Stoll, Chair**
DICUSSION

● First past president, Mary Jo Papich, stepped up to be interim secretary and nominations will be open for Secretary and President Elect. Todd asked board members to nominate for officers in March.
● There will be 5 open board seats in April. Recruit technology, marketing, presenter and industry experts as possibilities.

ACTION ITEMS

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<td>Each board member to recruit three (3) members each during the conference and recruit when returning home.</td>
<td>Board and members</td>
<td>1-7-2018</td>
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10:15AM-11:00AM STRATEGIC PLAN CALEB CHAPMAN, PRESIDENT

DISCUSSION

President Chapman encouraged board members to be familiar with the Strategic Plan and metrics but to look at the SOUL of what we are doing.

● What is the end goal of JEN?
● How are we wanting to impact our nation, our world?
● Why do we sacrifice for this art form?

He urged board to have these important discussions sharings.
Co-founder, Mary Jo Papich, agreed and strongly encouraged the board to set time aside in the August meetings for discussion and brainstorming.

11:00-11:15AM BREAK

11:15AM-11:45AM FINANCE COMMITTEE REPORT TIM FELLOW, CHAIR

DISCUSSION

KEY INITIATIVE #1 Update accounting/bookkeeping systems and methods, switching from cash to accrual accounting system, improve auditing reporting process.

KEY INITIATIVE #2 Accelerate budget timeline, try and approve 6 months ahead.

Tim gave an financial update.

● Lynda Chavez is no longer bookkeeper, we have hired a CPA from Gregg Bossen firm in Atlanta, GA. Managing director has taken on the task of paying invoices.
● The budget committee plans to create a 2018-2019 budget and submit to board for approval.
● Quickbooks Online application used.
● $270,496 total current assets

Will post published audit statements annually.

Board member Lonnie Davis requested that the board get quarterly financial updates.

ACTION ITEMS

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<td>Prepare 2018-2019 budget and submit to board for approval.</td>
<td>Finance Committee</td>
<td>August 1, 2018</td>
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Post current P&L’s on website for members

Sharon Burch, Managing Director
February 15, 2018

11:45AM-11:50AM

Committee Report Motion

Mary Jo Papich, Interim Secretary

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<td>Greg Yasinitsky made a motion to accept all committee reports as presented.</td>
<td>Board Members</td>
<td>Present</td>
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<td>Ashley Shabakareh seconded it.</td>
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<td>Motion passed.</td>
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11:50AM-12:00PM

New Business

Caleb Chapman, President

Proposal Update: JEN Journal of Research and Practice
President Elect Todd Stoll reported about partnering with Indiana Press to publish a Journal of Research and Practice that former board member/Research chair Monika Herzig proposed this past summer.

- Discussion ensued on the value of the publication to membership. The mission of the JEN journal of Research and Practice explores diverse topics of jazz scholarship and applications to pedagogy. The journal provides a peer-reviewed forum for information exchange between theory and practice. The journal aims to be inclusive of a wide range of perspectives geared towards the teaching and learning of the art form jazz and its applications to the field.

MOTION: Diane Chandler-Marshall moved that we move forward with the JEN/Indiana Press collaboration to produce a JEN Journal of Research and Practice with an initial expenditure of $3500. Greg Yasinitsky seconded it. Motion passed.

Proposal:
Martin Norgaard, Ph. D of Georgia State University requested collaboration for a project with National Science Foundation about study of the effects of improvisation instruction on executive function of middle school band students. He is asking that we assist in distributing it.

- MJ Papich moved that we say “yes” to collaborating with Martin Norgaard’s project with National Science Foundation. Ashley Shankerbah seconded it.
- Discussion ensued. It was suggested to ask for an administrative cost. Sharon will inquire.
- Motion passed.

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<td>Contact Martin Norgaard about administrative costs and approval.</td>
<td>Sharon Burch, Managing Director</td>
<td>January 15, 2018</td>
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12:00PM-12:15PM

Closing Remarks

Caleb Chapman, President

Meeting adjourned at 12:35 PM, the 2019 JEN Conference has started!