MINUTES

Board Meeting
August 8, 2018

9:00 AM – 3:00 PM EST

Meeting called by President, Todd Stoll

**Attendees:** Immediate Past President, Caleb Chapman; Vice President, Bob Breithaupt; Treasurer, Tim Fellow; Secretary, Lonnie Davis; Diane Chandler-Marshall, Roxy Coss, Doug DuBoff, Mary Jo Papich, Dustin Rohrer, Ashley Shabankareh, Julius Tolentino, Francisco Torres, Pharez Whitted, Treb Winegar, Greg Yasinitsky, Managing Director, Sharon Burch

**Absent:** President Elect, Sean Jones

Agenda

<table>
<thead>
<tr>
<th>9:40-10:00 PM</th>
<th><strong>DIVERSITY &amp; INCLUSION COMMITTEE REPORT</strong></th>
<th>Ashley Shabankareh</th>
</tr>
</thead>
</table>

**DISCUSSION**

Board member Ashley Shabankareh presents shares membership demographic information with the JEN Board. Some questions/data included:

**What do we know about our members?**
- More than half of our membership has not responded to survey.
- Majority of our members are male.
- Majority of our members are White.

**What don’t we know about our members?**
- Are the self trained?
- Musical instruments played?
- Sexual orientation or marital status?
- Where are they from?

**RECOMMENDATIONS**

- Gender field should be updated from 2 choices to 5:
  - Male, female, non-binary/third Gender, preferred to self-describe/other, not disclose
- Race and Ethnicity:
  - Expand and use 2010 census racial categories; will tweak categories for more inclusion
- Age (skewed data)
  - Below 19 - 30%
  - 20-29 - 20.7%
  - 30-39 - 13.5%
  - 40-49 - 9.6%
  - 50-59 - 10.8%
  - Other

**Takeaways:**

- We must get a more clear picture of our membership.
- We should provide access to more diverse group of individuals.
- We still have a lot to learn.

**ACTION ITEMS**

<table>
<thead>
<tr>
<th>Create a comprehensive diversity and inclusion strategy.</th>
<th><strong>PERSON RESPONSIBLE</strong></th>
<th><strong>DEADLINE</strong></th>
</tr>
</thead>
</table>
Diversity and Inclusion Breakout

1. Title 1 school jazz bands identified and invite to JEN, JFF
2. Professional musicians, sliding scale musician membership/ or scholarships for, conference registration. (How do we execute this? Raise money for this area)
3. Showcase diverse Board representation, and committees
4. Empower area Units and Chapters to engage and build membership
5. JEN have a presence at regional Festivals to connect with local communities
6. Add value and relevance for average adult paying members; more benefits beyond charts, etc.
7. Engage donors to get support for economically disadvantaged student groups.

Area Units & Chapters- Caleb Chapman

Why be a member of JEN? Because of the networking; the hang.
Area/State Units can help build membership.
1. Boots on the ground in area units to make calls and build membership
2. Create monthly(?) hang in each unit area.
3. Need Individual memberships - 30 new members from 30 area units - 500 new members needed by the end of the year (1200 - 1400 members)

Next steps:
1. Create manual for area units (deadline,
2. Sales script created
3. Picking up the phone and make calls (Get Sharon hired help to make calls.)
4. Create area leadership

Collaborations - Todd Stoll, President

1. Will report back regarding NAfME
2. Why join JEN? Postcards/one-sheet for distribution
3. Reach out to Midwest and host in Mary Jo’s honor. Recruit members at the Midwest Festival (Dec. 20th).
4. Need JEN app- engagement members and non-members
5. Bring former IAJE Units back into the fold. Engage and convert to JEN unit, or affiliate membership. *Bob Breithaupt will help launch pilot in Ohio. Will consider a few free conference registrations as incentive for leaderships
6. Collegiate advisory Board (College music professor.) Ask them to host collegiate chapter. At New Orleans conference, meet with Junior Board. Should have free conference registration.

Action Items | Person Responsible | Deadline
---|---|---

Young Composers Showcase Report

Committee has outline 3 key Initiatives:

1. Increase submissions for the YCS.

Ongoing Action Steps:
- Increased participation in the Young Composer Showcase is an ongoing goal for the project.
- Maintain and grow the email list for soliciting entries.
- Work with the JENerations Festival to solicit participation by HS students.
- Work with video producers to create inspiring and informational videos for use in social media awareness.

2. Expand the YCS to include a Noteflight web site group and annual event hosted on the Noteflight website.

Ongoing Action Steps:
- We have held discussions with the leadership at Noteflight, and they are ready for us to offer a proposal for an event on their website.
- A JEN Noteflight Group was created on the Noteflight web page.
- The Committee must now design a plan for how to best use this online resource to promote student composition and raise awareness of JEN to this new audience.

3. Develop web site content related to and helpful for student composers.

Ongoing Action Steps:
- I helped to oversee and edit the YCS web page as it was ported over into Wordpress.
- The committee discussed possible new content to be considered for this page.
- Next steps include prioritizing, creating, and adding new content to the page

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
</tr>
</thead>
</table>

12:10 - 1:05 PM - LUNCH BREAK
1:05 - 1:25 PM Board Member Introductions

1:27 - 2:00 PM  
FY19 BUDGET VOTE  
Todd Stoll, President

**MOTION:**
Caleb makes a motion to provide monthly membership billing option at $7 and $3 for Chapter membership dues with a secondary option to pay annual fee, with all options auto renew.
Ashley Shabankareh seconds
Motion passed.

**MOTION:**
Tom Fellows makes a motion to accept the FY19 Annual Budget
Bob Breithaupt seconds
Motion passed.
Conference Coordinator Dr. Lou Fischer presents Conference Report to the JEN Board of Directors.

2019 RENO Conference Schedule Outline
FAQ? For Conference
Galt Hotel renovations, Louisville, KY
Average of 135,000 sq/ft of space used each year.

Next 5 years, JEN Conventions will present in:
2020- New Orleans, LA
2021- Louisville, KY
2022-Dallas, TX
2023 - RENO, NV
2024 - New Orleans, LA
2025- Atlanta, GA (ideal, contract in progress)
2026- Louisville, KY (ideal, contract in progress)
(both locations for 2025 & 2026 are contingent on contract negotiations)

MOTION:
Bob Breithaupt makes a motion for JEN Conference to be presented in Atlanta, GA in 2025
Francisco seconds
Motion passed.

MOTION:
Pharez Whitted makes a motion to present JEN Conference in Louisville, KY in 2026 (contingent on contract negotiations).
Diane Chandler-Marshall seconds.
Motion passed.

Current Submission Process- Applications
- Blind audition process for Performances
- Six review team members in each category
- Diversity is considered in final stage of selection/scheduling process
- Application scoring grid, categories (Diversity is considered in selection process)
- Committee Members

Conference Application Online - presented by Sharon Burch
Survey form via NEON
Tedious manual process done by Sharon, Lou Fischer and Bob Sinicrope

Proposed Solution: CadmiumCD app (Lou/Sharon)

MOTION:
Ashley Shabankareh motions to accept CadmiumCD app as software for the JEN conference moving forward.
Julius Tolentino seconds
Motion passed.

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 PM</td>
<td>Meeting Adjourned</td>
<td>President Todd Stoll</td>
</tr>
</tbody>
</table>