



MINUTES

Board Meeting

January 7, 2020

8:30 AM – 2:30 PM CST

Meeting called by President, Todd Stoll

Attendees: President, Todd Stoll; President Elect, Sean Jones; Immediate Past President, Caleb Chapman; Vice President, Ashley Shabankareh; Treasurer, Dustin Rohrer; Secretary, Lonnie Davis; Bob Breithaupt, Davie Kaufman, Doug DuBoff, Johnaye Kendrick, Jose Diaz, Julius Tolentino, Lonnie Davis, Mary Jo Papich, Pharez Whitted, Roxy Coss, Tim Fellow, Triniece Robinson Martin, Sharon Burch-Managing Director

Absent:

Agenda

8:35-9:20AM **SEXUAL HARASSMENT TRAINING FOR BOARD**

DISCUSSION	Board received a 50-minute Sexual Harassment training by Suzie Furr. Dan Flores arranged this training session.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

10 minute break----

9:30-10:05AM **DIVERSITY & INCLUSION COMMITTEE REPORT** **ASHLEY SHABANKAREH**

DISCUSSION	<p style="text-align: center;">COMMITTEE KEY INITIATIVE</p> <p>1. Ongoing -- Identify more committee members who are representative from the organization as a whole, as well as those with whom we'd like to gain valuable feedback. In 2020, we seek to grow our committee further.</p> <p>2. Ongoing – Analysis of JEN Conference and Membership Data:</p> <p>2019 Conference data is to be reviewed to analyze and review growth within the organization. Work with JEN office staff to gain access to data and disseminate further information to the Board. Work with fellow committees to understand a breakdown of conference and/or committee specific activities.</p> <ul style="list-style-type: none"> - Would like to add more people to the committee - Continuing to analyze data, conference data.
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	<ul style="list-style-type: none"> - Working on synthesizing; communicating to all committee chairs. - Creating a guiding document - Code of ethics and professional conduct edits by committee. Considering other models from other conferences (i.e. Folk Alliance, which also includes a check-box). <p>If there is a violation with the policy, we can cancel a performer/presenter's conference invitation at any time. This may create reluctance to participate or purchase accommodations for the event. Do we have an appropriate response for individuals?</p> <p>Discussion: When do we (as a Board) pull a participant from the conference, given the accusation?</p> <p>Resulting Guidelines:</p> <ul style="list-style-type: none"> ● We will handle issues on a case by case basis. Moving forward, the Executive Committee and incoming President will have to be engaged in these decisions. ● Policy must be clear and must be exercised by the organization in a transparent manner. ● In the Spring, all Board members will be responsible to be engaged in the selection process when considering performers, clinicians, exhibitors. <p>Will put in place the following:</p> <ol style="list-style-type: none"> 1) Policy prominently posted online 2) Check box in application process 3) Board vetting
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Will send a draft policy for review to the EC.	Ashley Shabankareh	

DISCUSSION	I. Staff Evaluations
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Personnel Committee reviewed and confirmed key components to staff evaluation processes.

Schedule: Evaluations will be completed by June 30th of each year, with a 60-day flex period if needed.

Evaluation tools: It was decided that there will be no changes to the existing evaluation tools. New tools may be considered for newly evaluated positions.

- Managing Director evaluated by the President
- Conference Coordinator evaluated by the President and JEN Board of Directors
- Membership Manager evaluated by the President and Managing Director
- Administrative part-time position(s) evaluated by the Managing Director

Request feedback from exhibitors regarding their experience with JEN staff.

II. Part-time Administrative position

Personnel Committee discussed the possibility of transitioning the part-time JEN Administrative position to an employee status at the start of FY21. Personnel expenses have increased substantially due to growth. We are currently 70% over what is budgeted for contract expenses.

Dan Flores- mentions that there is a risk in keeping this position contracted. Suggests transitioning this position to employee status.

President Stoll- Careful management of administrative hours will be required to stay within budget. Suggests that the Board makes the transition now.

MOTION: Caleb Chapman motions to increase the annual budget line for contractor expense to \$24,000 (an additional \$8,000) and to convert the position to an employee position effective January 1st, 2020. Sean Jones seconds the motion.

Motion passes.

Revised job description is needed for this position.

III. Employee Contracts

Personnel Committee reviewed terms of staff contracts and discussed potential updates to renewed agreements.

IV. Employment Policies:

Personnel Committee recommends the introduction of two new policies:

- Anti-discrimination policy
- Anti- harassment policy

Awaiting policy drafts for committee review, Board consideration. A new JEN employment attorney will provide the draft.

V. JEN Employee Handbook

Personnel Committee will review drafted Employee Handbook and update as needed.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create evaluation tool for Conference Coordinator position. Review Employee Handbook and update as needed. Update employee contracts	Personnel Committee	Spring 2020

11:10-11:20AM BREAK

11:20-11:44AM

WOMEN IN JAZZ COMMITTEE REPORT

ROXY COSS

DISCUSSION	<p>There was no work done by this committee because of change in leadership.</p> <p>Recommendation- Combine Women in Jazz Committee with Diversity & Inclusion Committee. They are working towards the same initiatives.</p> <p>Board members are in support of combining the two committees.</p> <p>Ellen Rowe proposed that Sisters in Jazz is its own committee. SIJ was funded; funding no longer exists. There is no oversight by the committee chair of Women In Jazz.</p> <p>Board should decide and have oversight on this format. Both committees are not necessary because we have two committees that are doing congruent work. . Will share the structure (SIJ as a program) under WIJ, Diversity and Inclusion.</p> <p>Management lines and leadership must be confirmed and clarified.</p> <p>Ashley Shabankareh - We should be working together to bring greater awareness to the overall cause.</p> <p>There has been an increase in Sisters in Jazz to 54 applications this year. Roxy Coss requests for the Board to encourage students to apply in the future.</p> <p>MaryJo Papich- Be on the lookout for sponsorships for this program moving forward.</p> <p>MOTION: Eliminate WIJ committee, and all work will be placed under the Diversity and Inclusion Committee, with SIJ Program reporting. David Kaufman makes the motion. Trineice Robinson Martin seconds MaryJo Papich abstains. All others were in favor. Motion carries.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**JAZZ INDUSTRY/MUSIC BUSINESS
COMMITTEE REPORT**

11:44-11:49AM

DISCUSSION	<p>The breakouts are popular here at the conference. Considering the possibility of finding a larger space for the clinic.</p> <p>Jay Ashby is responsible for the success of this. Career development is an important component - Music Business. Launchpad Peabody faculty, Zane Forshee does a great job with this subject matter</p> <p>Sharon Burch- select a new track and switch out rooms for tracks to accommodate the growth in these sessions.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

11:50-11:56AM

MENTORING COMMITTEE REPORT

JULIUS TOLENTINO

DISCUSSION	<p>Line up mentees with mentors</p> <p>All initiatives are ongoing.</p> <ul style="list-style-type: none"> ● Set up and map out mentoring meetings at conference - mentors will have three meetings at the conference: training, meet and greet, one on one ● Provide materials and guidelines to mentors - mentors will receive materials in an email, a hard copy at the training meeting, as well as a Powerpoint presentation ● Start by giving scholarship students and mentors a meaningful experience- starting with 6 mentees this year and adding SIJ next year, as well as students interested in education. ● Oversee all mentorship relationships within JEN - including AAJC, integrating YSC ● Establish and develop new mentorship relationship opportunities within JEN ● Create an application for interested mentors ● Create a waiver form for mentors <p>Maybe high school students will be considered in the future. Students will be met at the soundcheck on Thursday.</p> <p>Tony White is also interested in becoming a mentor. Roxy suggested that Mentoring is a Program that falls under the Education Committee.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

11:57-12:25PM

NAfME JAZZ COUNCIL REPORT

**DAVID KAUFMAN
NAfME LIAISON**

DISCUSSION	<p>NAfME--A group of people that are educators that happen to teach jazz.</p> <p>Collaboration JEN resources becoming available to NAfME members to arm them with tools to teach jazz successfully. JEN/NAfME display set up at the Midwestern Conference We should be present/visible at these types of events</p> <p>Initiatives:</p> <ul style="list-style-type: none"> - Dedicate up to 10K to present at State MEA conferences (marketing). This would be a better use of our dollars. Timing was off so timelines were not aligned this year. - Sharon Burch will be a presenter at the Maryland conference in March - Bethany Robinson heading up initiative. For 6 locations for consideration for next year. Michigan, Kansas, Missouri, Florida, Pennsylvania, New Jersey <p>Presentations should be at MEA conferences where jazz does not have a strong presence at their state conferences.</p> <p>We should have logos and a booth for visibility. Bob Breithaupt - suggests placement on resource page on NAfME website.</p> <ul style="list-style-type: none"> - Creating a music recommendation sheet, list intended for base membership of NAfME. This list would be used as a starting point for educators - Honor Ensemble - Establishing structure - Proposes that we take resources that JEN planned to use and use it as an opportunity for Honors Ensemble students have a performance slot at JEN conference. The idea is to not duplicate efforts with NAfME. This would also bring in band directors to JEN that would not otherwise be a part of the process. <p>President Stoll- JALC is the sponsor of the All National Jazz program. Maybe JALC may be able to put funding behind getting students to the JEN conference performance?</p> <p>Roxy Coss -Suggested that the students should also become JEN members to participate.</p> <p>Sean Jones - We should be sure that we establish interest for the students. We should not assume that they are already interested.</p> <p>David Kaufman will be working with Todd Stoll to figure out details around this new idea... We want to take a little time to consider this option. Todd leads the All-National Jazz ensemble.</p> <p>We would like access to NAfME membership. It would be great to get members to check the box to als join JEN. Maybe this would be a part of the partnership negotiations in the future.</p>	
	<p>ACTION ITEMS</p>	<p>PERSON RESPONSIBLE</p>

12:24-1:40PM - Lunch break

1:40-1:50PM **DOWNBEAT/JAZZed/JAZZ TIMES VS. DOWNBEAT DISCUSSION**

DISCUSSION	<p>The Journal is out and is available at the JENeral store. Looks great!</p> <p>3-year agreement, switched from JazzEd to JazzTimes for publications. Do we renew the 3-year agreement or go with a different company?</p> <p>Initial thought that it would be a good idea to continue with the 3-year rotating relationship.</p> <p>Sharon Burch - the process of creating the program guide is a lot of work. Working with JazzEd was a nightmare. Had to go over lots of revisions, edits, etc. This was very time intensive. Quality of the publication was bad. JazzTimes was better, and easier to work with.</p> <p>Downbeat editor (Frank Alkyer) is doing a much better job, and would be easier to sustain quality work for JEN. They are also offering us this other publication.</p> <p>25% JazzTimes JazzEd Free to members (?) All members get digital access to both magazines.</p> <p>What will be the result of the change from JazzEd and JazzTimes?</p> <p>-The Downbeat magazine is a motivator for JEN members.</p> <p>MaryJo Papich- JazzEd was our magazine for the first 8 years of JEN. Caleb Chapman recommended that we begin the relationship with three magazines instead of one.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

1:50-2:00PM **JAZZSLAM** **Ashley Shabankareh**

DISCUSSION	<p>Ashley Meeting with Maurie Bell Will pilot starting the week of March 30th - working with: Encore Academy Noble minds- Taking the program and modifying it for special needs students. Alon Academy Bricolage</p> <p>Maurie has been great to work with during this process.</p>
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	Would like to make this program available to JEN membership to use in the future. Will do the MOU after we have piloted it and are comfortable with it. This program will ultimately help JEN Development efforts.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2:01-2:11PM

NOMINATING COMMITTEE REPORT

TODD STOLL, PRESIDENT
SEAN JONES, PRESIDENT-ELECT
TIM FELLOWS

	<p>Tim has created a new Board matrix. It is more clear and easier to read.</p> <p>Up for re-election: Tim Fellow Ashley Shabankareh Julius Tolentino Sean Jones Lonnie Davis</p> <p>Must refill Caleb Chapman's Board open slot, plus one additional open slot. (Up to 2 slots) Board has been intentional with focus on diversifying in all ways (ethnicity, age, skill set, etc.)</p> <p>For sustainability and growth, the Board may want to consider bringing in Major Donor Board prospects - to up the profile.</p>	
DISCUSSION	<p>Need to be more aggressive in 2022 for the A cohort.</p> <p>MaryJo Papich is filling a Past President seat David Kauffman - NAFME liaison</p> <p>February 15th- Board nominations- open for a month Officer nominations will open in Mid March</p> <p>Secretary and President Elect are the two positions that are opening. Sean Jones will be joining the NAFME Board as a JEN liaison starting July 1.</p> <p>Sean Jones- Spoke with Lou Fischer about having the President-elect take over leadership immediately following the conference due to lead time, giving the President a full year to transition. Budget-building process is one of the benefits of an earlier transition for the President.</p> <p>It is also proposed that the other officers would start at the beginning of the fiscal year.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2:11-2:28

BOARD SCHEDULE AND DISTRIBUTION OF CONFERENCE BADGES

<p>DISCUSSION</p>	<p>We need to be visible and present at several events during the conference.</p> <p>We need hosts Conversations for Award winners: Chucho Valdez - needs moderator for the Q&A session, will ask Rebecca Mauleon Trineice Robinson Martin will moderate for the Stephen Foster Jazz Griot Kidd Jordan - Lonnie Davis would be moderator (if this takes place)</p> <p>President's Founders reception- Wednesday at 11:30pm at Storyville, 3rd floor (decor by Pres Hall - thanks Ashley!)</p> <p>Scholarship Concert- Friday at 7pm (may be a surprise guest- stay tuned) Chucho's Award will be given during this concert, and he will perform after receiving.</p> <p>Ticket sales usually happen as walk-ups during the conference. Fewer advance ticket sales.</p> <p>No schools have utilized discounted tickets for the scholarship concert.</p> <p>Committee Chairs will meet- Wednesday at 1pm Sisters in Jazz Concert - Thursday at 2pm, Storyville Young Composers Showcase - Friday at 12pm</p> <p>Don't forget to thank performers and exhibitors at the conference. Thank Exhibitors during Exhibit Hour.</p> <p>Dave Brubeck exhibit Charlie Parker exhibit - Trineice responsible for this.</p> <p>Dave Brubeck reception - Thursday at 5pm Todd is hosting a talk with Darius Brubeck and authors</p> <p>Board Breakfast - Saturday at 9:30am, Todd's suite</p>	
	<p>ACTION ITEMS</p>	<p>PERSON RESPONSIBLE</p>

2:30pm Meeting Adjourned