



MINUTES

Board Meeting

July 9, 2019

Tuesday

10:00 AM – 3:00 PM EST

Meeting called by President, Todd Stoll

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

Absent: David Kauffman, Director/NAfME Liaison

Agenda

10:11-10:42AM

DIVERSITY AND INCLUSION REPORT

Ashley Shabankareh, Chair

DISCUSSION	<p>Concepts of diversity and inclusion are still not fully understood and embraced by the general membership.</p> <p>Suggestion was made to formalize all statements at each meeting/ policies and procedures are currently being created. Involvement must be more than “seats at the table”, and include equity and inclusion.</p> <p>President Stoll suggests that JEN bring in a consultant in January to educate group on diversity, equity, and inclusion.</p> <p>The diversity statement was added to the homepage of the website.</p> <p>Dialogue regarding Outreach vs Community Engagement and how JEN would like to engage. JEN Board decided that the organization will change the name of our Outreach committee to <i>Community Engagement</i> committee.</p> <p>Community work in conference cities needs to begin well before the conference begins. Conference will allow JEN to execute on what we have built (via relationships).</p> <p>New Committee members have been added: Trineice, Pharez, Jose, Lonnie</p> <p>Current Initiatives:</p> <ol style="list-style-type: none">1. Ongoing – Analysis of JEN Conference and Membership Data: - 2018 Data has been reviewed in full - 2019 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 Page 3 of 71 - Work with fellow committees to understand a breakdown of conferences and/or committee specific activities (ex. JJF Clinicians)2. Ongoing - Identify and add committee members who are representative from the organization as a whole, as well as who we'd like to gain valuable feedback from. - During the 2019 conference, a few individuals expressed interest in being a part of the DICommittee - In 2019 - 2020, we will continue to grow the committee, as it still does not reflect the full scope of our membership
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	<p>3. Ongoing - Creation of a Stand Alone Diversity and Inclusion Plan for JEN - Committee will create a stand alone guide to use within the organization, providing clearer Diversity and Inclusion strategies</p> <p>4. New - Synthesize JEN Board Diversity and Inclusion Directives and Assist JEN Committee Chairs in adding Diversity and Inclusion strategies in their work. - With the establishment of more consistent committee chair meetings, the diversity and inclusion committee will be creating guidelines to help assist committee chairs in diversity and inclusion strategies - Ashley will meet one-on-one with other committee chairs to understand current protocol</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Change name of Outreach Committee to Community Engagement Committee, once committee members are in support.	Mary Jo Papich	Discussions at future committee meetings	

10:42-11:08AM

COMMITTEE UPDATE

Todd Stoll, President

	<p>Currently reviewing all committees and structure of the Board Officer/Committee relationships.</p> <p>Audience Development Committee: Question: Is this committee really needed since everything that JEN does helps to develop audience...?</p> <p>Women In Jazz will be categorized under/overseen by the Diversity & Inclusion Committee.</p> <p>Julius Tolentino volunteered to Chair the Mentorship Committee, and Roxy Coss will become the new Chair of the Women in Jazz Committee.</p>		
DISCUSSION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

11:08-11:40 PM (SESSION 1)

12:18PM - 12:30 PM
(Session2)

BUDGET

Dustin Rohrer, Treasurer

	<p>There was a 16% increase in revenue over last year.</p> <p>Expenses- additional salaries impacted bottom line.</p> <p>In the initial draft budget, a \$77,000 deficit currently projected/budgeted for FY20.</p> <ul style="list-style-type: none"> - Aebersold endowment - Staff positions/personnel expenses - Membership increase, however it includes discounts <p>Lonnie Davis- Question: Should we create a reserve in the budget of 2--3% to support for future years and replenish the reserve fund?</p> <p>Tim Fellows- We currently do not budget for a contingency.</p> <p>Board discussion: Do we not renew current marketing contractor agreement, which would also help balance the FY20 budget?</p>		
DISCUSSION			

<p>Do we increase membership fees to offset expenses to help balance the FY20 budget? Roxy Coss - Suggests more Board engagement on social media.</p> <p>Dialogue: Should we increase individual membership dues to \$99 as of Aug 1st?</p> <ul style="list-style-type: none"> - Budget conversation tabled at 11:40am - Resumed at 12:18 <p>After the break, JEN Treasurer reports that a revised JEN FY20 drafted budget is projected to be at (\$14,000).</p> <p>Changes included:</p> <ul style="list-style-type: none"> • Memberships fee increase • Equipment fee was removed • Marketing contractor agreement will not be renewed. <p>MOTION: Caleb Chapman makes a motion that we increase membership fees to \$96 or \$8/month. Jose Diaz seconds. Motion passes.</p> <p>MOTION: Ashley Shabankareh made a motion that we do not renew the marketing contract effective, August 30th. Second - Johnaye Kendrick Motion passes.</p> <p>MOTION: Bob Breithaupt made a motion to approve the Fiscal Year 2020 budget. Doug DuBoff seconds this motion. Motion passes.</p> <p>See financials posted on the financials page of the website and JENi.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

11:40- 11:45 PM

AEBERSOLD ENDOWMENT UPDATE

Bob Sinicrope, Past President

DISCUSSION	<p>\$73,000 collected to date towards the Aebersold Endowment, with additional pledges.</p> <p>An anonymous donor has pledged to contribute additional support to make the endowment complete at \$100,000. Goal of \$100,000 endowment has been reached! Thanks to past president, Bob Sinicrope.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Will need to set up an investment strategy for \$100,000.	Dustin Rohrer	September 30, 2019

11:45-12:18 PM

JENERATIONS JAZZ FESTIVAL UPDATE

Scott Wilson, Chair

DISCUSSION	<p>We are ahead of schedule for JENeration Jazz Festival program registration: 43 groups currently signed up.</p>	
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	<p>Only 11 slots left to capacity</p> <p>Last year at this time we had 13 groups signed up.</p> <p>Mary Jo Papich - How are the efforts of Diversity and Inclusion of the committee to select judges/clinicians going? Please include this effort in your report.</p> <p>Scott Wison - We have made progress with more vocalists participating. Clinicians</p> <p>Todd Stoll - Requests that you recruit more women to your committee? We will send you a list of prospects. President - JEN Board will strategically assist in the scheduling of the clinicians for the 2020 conference, then share with Scott Wilson and the Committee.</p> <p>Julius Tolintino - Will be reaching out to you regarding more music education majors participating. Julius has also volunteered to be a clinician during the 2020 festival.</p> <p>Johnaye Kendrick - Has volunteered to participate in JJF as a clinician. Scott will connect her to others in the vocal field who are participating.</p> <p>3 Stages Included: Combo Vocal Jazz Big Band</p> <p>Suggestions needed for adjudicators (2 shifts each day, 3 days) 9am-1:30pm 2pm -6:30pm</p> <p>36 adjudicator shifts must be filled.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Fill Adjudicator shifts for JJF	JEN Board	

Strategic Plan Updates - Tabled to January 2020 meeting
Bylaws Updates - Tabled to January 2020 meeting

12:35- 12:50 PM

Todd Stoll, President

AWARDS

DISCUSSION	<p>Legends of Latin Jazz: In progress.</p> <p>LeJENds of Jazz Education Award:</p>
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Kidd Jordan	<p>Lonnie Davis will reach out to Kidd Jordan to let him know that we would like to award him with the LeJENds of Jazz Education Award - Thursday, January 9th, 7pm at the JENeral Session.</p> <p>Ryan Adamson, JEN volunteer since the beginning of JEN, trumpet player.</p> <p>Board awards the President's Service Award this year at the conference.</p> <p>Meade Legacy Jazz Griot Award:</p> <p>Stephen Foster will receive the Griot Award this year. PBI spotlight, featured artist Donald Harriospn Jr.</p> <p>New Orleans Jazz Orchestra will be performing for the scholarship concert this year, with Tia Fuller in attendance.</p> <p>Board is encouraged to get students to apply for the scholarships before the deadline of September 15th.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Reach out to Kidd Jordan to let him know that JEN would like to award him with the LeJENds of Jazz Education Award	Lonnie Davis	ASAP

12:52- 1:03PM

OTHER BUSINESS

Todd Stoll, President

DISCUSSION	<p>Would like to move forward with the Instagram take-over for Board members.</p> <p>There will be no Development Committee until further conversation with Executive Committee.</p> <p>Strategic Plan will be revised and simplified with work from Bob Breithaupt. Will be restructured in a grid format.</p> <p>Training arranged for committee chairs on Diversity & Inclusion. Will provide the specific verbiage that will be aligned with JEN's organizational diversity and inclusion platform.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

1:03 PM

Meeting Adjourned

President Todd Stoll

Caleb Chapman made a motion to adjourn the meeting.
Ashley Shabankareh seconds.

Tuesday, July 9, 2019

Motion passes. Meeting adjourned.