



MINUTES

January Board Meeting

January 3, 2018

9:00 AM – 1:00 PM CST

MINUTES

JANUARY 3, 2018

9:00AM

IN DALLAS, TX

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 Sinicrope; 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

CALEB CHAPMAN, CHAIR

DISCUSSION	<p>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.</p> <p>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 ----- JEN Corporate Member - corporations and small business - \$550 annual dues JEN Institutions Member - Education and nonprofit organizations - \$350 annual dues</p> <p>Chapter/Society focus: Managing director explained the chapter and society requirements.</p> <p>Student Chapter=school, college, university, afterschool program (all benefits- digital subscriptions to 3 magazines, free charts)</p> <ul style="list-style-type: none"> • Organizer/leader • Minimum of 10 members • Slate of officers: President, Vice President, Secretary and Treasurer <p>----- 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)</p>
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	<p>Jazz Society=community group of adults (all benefits- digital subscriptions to 3 magazines, free charts)</p> <ul style="list-style-type: none"> ● Organizer/leader ● Minimum of 10 members <p>JEN Chapter: Society - \$84 annual dues *Chapter Society member - \$50 annual dues</p> <p>-----</p> <p>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.</p> <ul style="list-style-type: none"> ● 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). <p>***</p> <p>Caleb Chapman shared accomplishments of current board members.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

9:40-9:55AM

JAZZ INDUSTRY & MUSIC BUSINESS REPORT

JAY ASHBY, CHAIR

DISCUSSION	<p>KEY INITIATIVES Key Initiative 1-Continue to foster relationships with like-minded bus individuals Key Initiative 2-Update on sessions offered today.</p> <ul style="list-style-type: none"> ● JazzHub Initiative and Jazz Connect, Jazz Forward relationships established and they are here at the conference. ● A question the committee is dealing with is - <ul style="list-style-type: none"> ○ 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. <p>Jay asked about what can be done to get submission numbers up in the industry/business area?</p> <p>Ashley Shabankareh asked if we had any connections with Midem in France.</p> <p>The board thanked Jay for heading up this area.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

9:55-10:15AM

NOMINATING COMMITTEE REPORT

TODD STOLL, CHAIR

DISCUSSION	<ul style="list-style-type: none"> • 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.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Each board member to recruit three (3) members each during the conference and recruit when returning home.	Board and members	1-7-2018

10:15AM-11:00AM**STRATEGIC PLAN****CALEB CHAPMAN, PRESIDENT**

DISCUSSION	<p>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.</p> <ul style="list-style-type: none"> • 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? <p>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.</p>
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11:00-11:15AM**BREAK****11:15AM-11:45AM****FINANCE COMMITTEE REPORT****TIM FELLOW, CHAIR**

DISCUSSION	<p>KEY INITIATIVE #1 Update accounting/bookkeeping systems and methods, switching from cash to accrual accounting system, improve auditing reporting process.</p> <p>KEY INITIATIVE #2 Accelerate budget timeline, try and approve 6 months ahead.</p> <p>Tim gave an financial update.</p> <ul style="list-style-type: none"> • 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 <p>Will post published audit statements annually.</p> <p>Board member Lonnie Davis requested that the board get quarterly financial updates.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Prepare 2018-2019 budget and submit to board for approval.	Finance Committee	August 1, 2018

Post current P&L's on website for members	Sharon Burch, Managing Director	February 15, 2018
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11:45AM-11:50AM

COMMITTEE REPORT MOTION

MARY JO PAPICH, INTERIM SECRETARY

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Greg Yasinitsky made a motion to accept all committee reports as presented. Ashley Shabakareh seconded it. Motion passed.	Board Members	Present

11:50AM-12:00PM

NEW BUSINESS

CALEB CHAPMAN, PRESIDENT

	<p>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 Herzog proposed this past summer.</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> 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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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact Martin Norgaard about administrative costs and approval.	Sharon Burch, Managing Director	January 15, 2018

12:00PM-12:15PM

CLOSING REMARKS

CALEB CHAPMAN, PRESIDENT

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