

August 6-8, 2013 JEN Board of Directors Minutes of Meetings

Jazz Education Network (JEN) Board of Directors Meeting August 6-8, 2013

Tuesday, August 6, 2013

Present:

Rubén Alvarez, Paul Bangser, Bob Breithaupt, Cheryl Slay Carr, Caleb Chapman, John Clayton, José Diaz, Dr. Lou Fischer, Darla Hanley, Monika Herzig, Judy Humenick, Rick Kessel, Mary Jo Papich, Bob Sinicrope, Andrew Surmani
Office Coordinator, Larry Green
Marketing Coordinator: Marina Terteryan

The meeting was called to order by President Andrew Surmani at 8:40am

President's Welcome – Andrew Surmani

Introduction of new board member Cheryl Slay Carr and congratulations to Caleb Chapman and Rick Kessel on their appointments as Vice President and Treasurer respectively. Thank you to John Clayton for serving as Vice President for 4 years.

Andrew reviewed accomplishments over the past five years, which includes five years of operating in the black, four successful conferences and conference dates booked through 2017, JENerations Jazz Festival launched in 2012, Mentor program launched, Outreach program launched in 2012, JAZZ2U launched in 2013 with support from the Herb Alpert Foundation, a donation by Jamey Aebersold, 1,500 members in all 50 States and 23 countries, more than \$28,000 in scholarships awarded, the student composition showcase, instruments and print music donations, advancement of research, audience development, redesigned website, strategic plan development, strategic partnerships with Symphony Publishing/ Timeless Communications, NAFME, IASI, MFA, PASIC, MusicFest Canada and more in progress, and hiring of three independent part-time contractors.

Board Orientation

Review of Website Features

Board Forum – includes materials only visible for board members

Location of Budgets, Tax Reports, Bylaws, Minutes, Committees, links to strategic partners, sponsorship and volunteer calls, JENeral Store on website

Press materials/ PowerPoint presentation/ Logos for download

Suggestions for improvement included additions to FAQ on financial info and reviewing the color scheme of the site

Action Item: Marina Terteryan to follow up on these two points.

Board Procedures

Rick reminded the board to submit travel reimbursement requests with a limit of \$500 and consider doing donations to the organization.

Andrew reviewed the Board Service Goals and Conflict of Interest Policy as listed on the website and discussed the need to balance diversity, turnover, and continuity. Recommended changes include to not assume automatic renewal of a board term after 3 years in order to have potential changeover of 1/3 of the board each year, ensure acknowledgment of board members who completed their service, encourage former board members to stay involved in committees, and encourage potential board members to get involved in committees prior to their board service.

Motion: Lou moved to add the following points to the Board Service Goals:

renewal of board terms is not automatic

previous board members are encouraged to stay involved in committees

potential board members are encouraged to join committees prior to applying for board service

Second: Judy

Discussion included establishing a protocol for notifying potential board members who didn't get selected.

All in favor, motion passed

Motion: Monika moved to establish a notification procedure after voting for new board members that includes a letter of acceptance or denial to new applicants and to outgoing board members and a follow up phone call by the chair of the Nominating Committee for outgoing board members only.

Second: Lou

All in favor, motion passed

Action Item: Bob B. will initiate a Board of Directors Manual

Membership Committee Report – Larry Green, Chair

Current membership updates: Membership has decreased to a total of 1,478 compared to 1,534, several corporate members have not renewed for a variety of conflicts with conference dates, full membership has decreased by 4.6% in favor of the lower eJEN category, which might be a reaction to the \$60 full membership level and may cause loss of income for the organization. The only current additional benefit for full membership is receiving the print version of the magazine inside the US.

Action Item: The membership committee was charged to establish an improved membership benefit package.

Update on Renewal Program: 2,300 letters were mailed with a result of 29 renewals and 10 new members, compared to 143 renewals during the same period the previous year. Discussion focused on the need to establish a stronger renewal reminder system including automatic renewal notices.

Area Rep Program status – no updates since January due to the need to improve available data of members, which is in progress

Exhibitor Report – 35 exhibitors did not come back, while 34 new exhibitors signed up related to localities of the conference

Treasurer's Report - Rick Kessel, Treasurer

Review of 2012-2013 Budget Actuals: Assets are up by approx. \$6,000 due to a donation by Jamey Aebersold, but there was very little gain in revenue over the last year. Expenses for the 2013 Atlanta conference were under original budget which helped to offset the lower than expected income, membership dues increased by \$5,000, and everyone was encouraged to be very specific on any expenses submitted for better bookkeeping - in summary it ended up a breakeven year, revenues need to increase for the next year

Website Committee Report:

Gene Perla reported via Skype that the website is currently moving into Drupal 7 and to a fully dedicated server, rather than the shared server previously used from AudioWorks. The move will be quite involved and needs cleaning up of data but should be completed in another month. Several Drupal consultants are supporting the move. Additionally, we are moving to CiviCRM to improve Membership Mgmt. which will be an aid to

increasing our Membership datakeeping and improve Registration issues we have experienced On Site at the conference.

The Rush Stage/Digital Stage

The video company that provided services for the past conference, was sold and is most likely not available for the next conference. Options discussed included focusing on interviews conducted by Bret Primack as well as considering other companies.

Conference Committee Report – Lou Fischer, Chair

Summary of all conventions so far:

1. St Louis – University model with four venues, 22 booths, 52 table tops, 1,200 credentials (in 3 Hilton-owned hotels), \$ 20,000 net income
2. New Orleans – The Roosevelt hotel model, 5 performance stages, 2,000 + credentials (in 5 hotels), net income approx. \$30,000
3. Louisville – Galt hotel, 5 performance stages, Piloted JENerations Jazz Festival, 2,750 credentials, \$53,000 net income
4. Atlanta – Hyatt Regency at Peachtree hotel, 5 performance stages, JENerations Jazz Festival (2 venues), 3,247 credentials, \$30,000 net income
5. Dallas – Hyatt Regency at Reunion/hotel model, January 8-11, 2014

Upcoming years: 2015 San Diego, CA, Manchester Grand Hyatt, January 7-10; 2016 Louisville, KY, Galt House, January 6-9; 2017 New Orleans, LA, Hyatt Regency, January 4-7.

As we were able to secure times and locations for the next four years, multi-year contracts with several suppliers of services have been signed, i.e. Freeman Decorating, Axxis, Yamaha, and Guitar Center, which streamlines the planning process and provides major savings on costs. It's time now to look ahead to the next five years, especially since the economic climate has changed and prices have increased. Site options for 2018 and 2019 include: Washington, DC; Dallas, TX; Louisville, KY; Atlanta, GA, Nashville, TN, and Indianapolis, IN. Some of them are already booked in 2018 and rates will most likely go up again soon.

Option A: Rotate conference every year for variety

Option B: Establish a 3-year rotation to known sites familiar to the organization

Option C: Establish a 4-year rotation to three known sites familiar to the organization and insert 1 “wild card” site every 4th year

Discussions focused on keeping production costs low and establishing procedures with minimal risk. In addition, we need to be aware of conflicts with APAP, the Winter Jazz Fest, and other events that draw away the jazz community. Nashville should also be an option seriously considered and should be reviewed for 2019.

Action Item: Bob B., Monika, and Judy will establish a dialogue with APAP to find a better collaboration with the jazz industry population and Winter Jazz Fest organizers.

Motion: Caleb moved to propose Dallas as a possible 2018 conference site with the stipulation that JEN can sign the contract after the conclusion of the 2014 conference.

Second: José

All in favor, motion passed

Submission Review Committee Report – Bob Sinicrope

We had 340 an increase in Performance/ Clinic / Research submissions with 161 accepted, which is a 47.7% acceptance rate. The total number of concerts presented this year is lower than the previous year due to timing and production volunteer crew recommendations. The highest increase in application numbers was in the pro group category. All committee leaders agreed that the level of applications has increased and demonstrates strong interest in participating in the conference. The new process with several phases also streamlined

administrative tasks greatly. The issue was raised that the board should be aware of the submission and evaluation process as well as selection committee members. A suggested solution was to post the conference schedule roster for the board as soon as it is available. Information on the selection process has been and is currently posted under FAQ on the website. Lou introduced the 2014 evening concert schedule.

Larry reported updates on the exhibit hall. In Atlanta, the exhibit hall had great lighting and traffic and became an area of social gathering as well. There were some security issues. Freeman Decorating did a fabulous job with setting up the facilities. Exhibit fliers were well received but caused higher shipping costs for the organization. Occasional problems with door monitoring were due to volunteers not showing up. Security issues were most prominent at the end of exhibit hours when exhibitors move materials out. There needs to be a PA system to make announcements or some way to get attention at the end of exhibit hours. Larry requested more attention to security issues. With 34 paid exhibit booths we're ahead from last year's commitments at this time.

Action Item: The Finance Committee was charged to come up with a proposal for pricing of One Day Passes, Evening Concert Tickets, and Gala Tickets and present that recommendation to the Board for approval on Thursday

JENerations Jazz Festival Committee Report – Caleb Chapman, Chair

The main benefits of the festival are increased student attendance to the conference, growth in membership, focus on education, and additional non-competitive performance opportunities for student groups. Student groups perform for thirty minutes and then receive 30 minutes of feedback from two clinicians during this festival. The committee includes chair Caleb Chapman, vice chair Jose Diaz, and Committee Secretary Del Lyren with additional pro members. 28 ensembles and 26 clinicians participated on two stages in 2013. For 2014 three stages are available with a goal of 45 ensembles and 45 clinicians. Clinicians will be asked to volunteer two hours of their time. So far 21 groups are registered. Marketing initiatives include reaching out personally to Texas school programs, target groups who were not accepted to perform, make sure to have a strong social media presence, and have all committee members recruit additional ensembles. Lou recommended contacting ensemble directors in nearby Texas, Louisiana, New Mexico, Missouri, Oklahoma, and Arkansas. Last year's clinicians were pleased with the experience and would be happy to volunteer again. This year's invited clinicians and performers for the conference had a choice to also volunteer for the JENerations Jazz Festival, thus a great pool of clinicians has already been established. Suggested improvements include the design of unique branding, inclusion of the JENerations JENeral session as an official event, securing clinicians early, increasing volunteer staff with one supervising coordinator, providing better instructions and objectives for the clinicians, and well-defined instructions to participating schools. Schools pay \$100 for small groups, \$175 for large groups with an additional \$20 participation fee for each student.

Nominating Committee Report – Bob Sinicrope, Chair

Bob S. explained the board slate with 15 current members and length of board service. Terms for Officers are two years and three years for General Board Members. He encouraged including potential board members in the committees as well as having committee leadership separate from board members. Judy suggested the option of making the treasurer a non-board position if needed. Rick encouraged assessing the potential market and income in order to plan for future paid position options.

The meeting was adjourned at 5pm.

Wednesday, August 7, 2013

Present:

Rubén Alvarez, Paul Bangser, Bob Breithaupt, Cheryl Slay Carr, John Clayton, José Diaz, Dr. Lou Fischer, Darla Hanley, Monika Herzig, Judy Humenick, Rick Kessel, Mary Jo Papich, Bob Sinicrope, Andrew Surmani Office Coordinator, Larry Green

Marketing Coordinator: Marina Terteryan

The meeting was called to order at 8:40am by President Andrew Surmani

Discussion about the Jazz Audience Initiative (JAI)

Bob B. introduced the history and main findings of the Jazz Audience Initiative supported by two grants from the Doris Duke Foundation since 2008. Each JEN conference so far has included presentations on JAI. The research is focused on analyzing preferences, learning communities, and performance settings in collaboration with a large group of partners with the goal of defining best tactics for developing future audiences for jazz. Bob B. suggested that JEN would be the ideal partner to store, disseminate, and develop the data and information collected up to date. He will visit the Doris Duke Foundation to ask for further support. He suggested engaging in a MOU with JAG to absorb the work of JAI beginning October 2013.

Action Item: The draft MOU will be shared with the board and Cheryl and Paul will make final recommendations for a vote on Thursday.

Strategic Planning Discussion (Bob Breithaupt and Judy Humenick)

Bob B. introduced the most recent revision of the Strategic Plan, which includes a grid of goals and tactics. Judy suggested making the plan available in several formats, i.e. a one page abbreviated version, a grid with goals, tactics, responsible parties, and timeline, and the full plan. The strategic plan needs to be a living document with continued revision options. The final plan should be made available under the “About” section of the website to the general public.

Action Item: Judy will finalize all last edits into the plan and present the final version to the board to be voted on Thursday.

Proposed Bylaws Changes:

Motion: Bob S. moved to delete point 3.3 of the Bylaws as we currently do not send certificates of membership to members.

Second: Lou

All in favor, motion passed

Motion: Bob S. moved to change the term dates for board membership as defined in 4.2d to reflect the dates of our fiscal year to July 1 – June 30.

Second: Mary Jo

All in favor, motion passes

Article 7.6 specifies the need for a yearly independent audit. The FC will look into whether or not this is an official IRS requirement, but it was noted that an independent audit is also often a request in grant applications.

Action Item: After the FC investigation, Paul will revise the language of this article accordingly and present to the board for voting on Thursday.

Fundraising & Development Committee Report – Paul Bangser, Chair

Grants for the past year include a \$10,000 grant by the Herb Alpert Foundation for the JAZZ2U program and a \$40,000 NEA grant for the TJEN/Traditional Jazz Project, forthcoming upon securing matching funds. Paul, with committee assistance, has assembled a list of 20 possible national grantors and hopes to submit grant applications in the next few months. He recommended pursuing individual donations through e-mail solicitation up to three times a year, setting financial goals, and setting donor appreciation levels, with appreciation gifts to some donors, including items from the JENeral store and other items the board might recommend. Rick recommended a snail mail campaign and more attractive donation pages with pictures. Further discussion

focused on the need to create an attractive e-mail that tells a story, reaching out to the Timeless Communications mailing lists, and adding donation levels to the membership sign-up page as well as a dedicated donations page on the website with the goal of assembling a donor database. Paul and Mary Jo encouraged each board member to contribute through giving personally and cultivating personal relationships with potential donors. Bob B. suggested including a meeting for potential sponsors at the conference.

Action Items: A fundraising track will be implemented at the conference to encourage attendees to give and/or join the fundraising efforts. Marina will develop sponsorship e-mails and regular Constant Contact updates starting ASAP. The Finance Committee will set financial goals for donation campaigns, with input from other committees.

Education Committee Report – Sharon Burch, Chair

Sharon reported via Skype on her process of identifying the current needs of teachers and assembling a committee. Committee members are Louise Rogers, Roosevelt Griffin, Nick Myer, Nick Meloy, Tina DeAgostino, Roseanna Eckert, Chris Madsen, Judy Shafer, Jesse Nolan, Mary Jo Papich and Darla Hanley representing all levels of education. Each member was charged report their ideas regarding the greatest struggles found in teaching in general, their greatest struggles teaching jazz, how JEN can support them, and how JEN can help them move their educational efforts to the next level. Responses will be collected in a Google form as a baseline to devise strategies for meeting current pedagogy needs and provide resources. An education meeting at the conference is scheduled. Resources will be disseminated through the JEN website, sessions at a variety of conferences, and magazine articles. She plans on initiating an off-site Elementary Education Workshop Day on the Saturdays of JEN conferences for the regional elementary teachers, which will be January 11, 2014 in Dallas for the 2014 conference.

Mentoring Committee Report – Willard Jenkins, Chair

Willard reported via Skype that ten student/mentor connections are in progress (and could go as high as 12), mostly with performance specialists. Mid-year evaluations reveal mostly positive results. Willard suggested tightening up the application process in order to convey the program expectations to the students including an initial agreement between mentors and mentees. Such an agreement should include goals and time commitments from both sides to avoid miscommunication and any misimpression that the program is merely to provide free private lesson time. José suggested including practicing educators into the program as mentees, for mentorship on pedagogical and curricular questions from a variety of experts. Sharon Burch, head of the Education Committee, is in the process of creating similar mentorship opportunities for teachers and collaboration with Willard's mentorship program was encouraged.

Outreach Committee Report – Mary Jo Papich, Chair

Committee members are Diane Downs, Phil Dunlap, Judy Shafer, Holly Wallace, Alan Molnar, Nick Phillips, and Bart Marantz. Over the course of three conferences, outreach programming now has reached over 7,000 students. Further programs are virtual outreach initiatives organized by Alan Molnar and the JAZZ2U program supported by a grant from the Herb Alpert Foundation. JEN members can apply for the JAZZ2U program to present a clinic or public educational program. To date, 35 applications were received with 28 accepted and 14 funded to date. JAZZ2U programs will reach about 7,000 audience members by completion of all funded projects. Mary Jo recommended requiring submission of programs, photos, and videos from the grantees before payment will be processed. While there is no decision yet, there is some optimism that the Herb Alpert Foundation will provide further funding for the coming year. Mary Jo also reported on the JENerosity project, initially created to distribute instruments and music to schools in post-Katrina New Orleans. However, the last two years have not raised significant funds.

Action Item: Mary Jo will invite input on a worthwhile cause at the community meeting Thursday for the Dallas area.

Composition Showcase Proposal from David Fodor, Organizer

David Fodor reported via Skype that Eric Gould would like to engage in a partnership with JEN with the jazz composition competition at Berklee. Goals of the partnership include showcasing the winners at the JEN conference with possible recognition, cross-advertising, and mentorship options. Lou suggested that the best partnership option would be showcasing winners and their music on the website, which could be easily replicated for additional partnerships in the future.

Motion: Lou moved to ask David Fodor to form a committee that creates a proposal on how to transform the JEN Composition Showcase into a year-long project at minimal cost to the organization.

Second: Mary Jo

All in favor, motion passed

Marketing Committee report – Marina Terteryan

Marketing goals include supporting membership, promoting the 2014 conference, increasing website content value, creating sponsorship materials, promoting JEN initiatives and programs, communicating member benefits, engaging with the jazz community, and supporting the new website accomplished by a variety of marketing strategies. A logo and image has been established for branding the 2014 conference. Rick suggested to now focus on pictures of the evening concert performers in marketing materials to catch people's attention. The JAZZed pages have been revised with a consistent look, added multimedia content, member features, and a revival of Networthy News. E-mail news blasts have been sent to all members on a monthly basis. JEN now has more than 6,000 likes on Facebook and 5,000+ followers on Twitter and posts have reached 67,000 just over the past week. The YouTube channel has 4,163 total views. Other marketing efforts included the JAZZ2U program and the Sarah Vaughn International Vocal Competition. Marketing materials available are full page fliers, banner ads, and e-mail blasts for the upcoming conference on the JEN press page. Kim Aubuchon is the new marketing volunteer. Marina suggested creating a JEN blog with contributions from the JEN leadership and invited website content contributions as well as continued news updates.

Action Items: Focus marketing on membership recruitment and conference participation with at least bi-monthly e-mail blasts to a variety of mailing lists. Similarly, social networking posts need to focus on a call to join the organization and conference. A promotional video for the conference should be linked prominently from the JEN website. Marina will provide Bret with directions on ideal content for a promo video for the upcoming conference as well as content to be captured at the upcoming conference.

MFA Strategic Partnership

The agreement with MFA expired and Andrew is following up on drafting a new agreement.

JENerations Committee Report

Ryan Adamson has proposed either clarifying the goals of the group, finding a new leader, or dissolving the committee. Further ideas include starting a jazz business committee and including more young members on the standing committees.

Axxis Proposal – Lou Fischer

Axxis production company of Louisville, KY has proposed a 4-year contract for providing production services to JEN Conferences.

Motion: Lou moved to accept the four-year proposal as presented.

Second: Rick

All in favor, motion passed

Motion: Rick moved that we accept payment Option 2 with Axxis which allows even budgeting over four years, at \$70,000 each year. It was noted that this would save JEN \$7,000 total over the next two years, although it would cost more over the full four years.

Second: Darla

Nine in favor, two opposed, one abstention, motion passed

The meeting was adjourned at 5pm

Thursday, August 8, 2013

Present:

Rubén Alvarez, Paul Bangser, Bob Breithaupt, Cheryl Slay Carr, José Diaz, Dr. Lou Fischer, Darla Hanley, Monika Herzig, Judy Humenick, Rick Kessel, Mary Jo Papich, Bob Sinicrope, Andrew Surmani
Office Coordinator, Larry Green
Marketing Coordinator: Marina Terteryan

President Andrew Surmani called the meeting to order at 8.40am

Jazz Audience Initiative

The MOU between JAI and JEN was reviewed by the board. The original license agreement with JAI and Alan Brown needs to be reviewed and negotiated for clarity and the MOU was edited for further clarity on JAI presentations at JEN.

Motion: Paul moved to accept the MOU with JAG to transfer the data from the JAI to JEN contingent on resolving the licensing issue.

Second: Lou

Twelve in favor, one abstention, motion passed

Gala Ticket Prices

Darla suggested removing the word fundraiser from the title.

Motion: Darla moved to keep the ticket price at \$75 contingent on further information from the hotel catering on food offerings and prices

Second: Rick

Discussion: Rubén explained that the UNT Latin Jazz Ensemble is already in place to provide the music for the event joined by honoree Cándido Camero. Getting sponsorship for the event has not been successful so far.

All in favor, motion passed

2013/14 Budget Discussion

Due to the membership data being moved over into a new software system by the projected date of September 1, membership recruitment has been slower as expected. Suggestions to raise further income include creating T-shirts, plaques, and photographs specifically for the performing student groups and sell them to students and parents, investing some of the assets, cutting board expenses, increased marketing for higher attendance

numbers and sponsorships, and raising registration prices at future conferences.

Motion: Cheryl moved to require full membership for purchase of a one-day pass

Second: Rubén

10 in favor, one abstention, one opposed, motion passed

Motion: Rubén moved to raise the price of evening concert tickets to \$50, amended to \$60

Second: Cheryl

Discussion: Further increase to \$60 should be considered

All in favor, motion passed

Motion: Judy moved to raise the price of single event tickets to \$20 for ages 13 and up

Second: Paul

All in favor, motion passed

Motion: Mary Jo moved to increase student registration fees to \$75

Second: Judy

All in favor, motion passed

Motion: Bob S. moved to increase the entrance fee to the composition contest to \$20, amended to \$25

Second: Darla

All in favor, motion passed

Motion: Paul moved to set the contingency line items to \$5,000 total, later amended to zero.

Second: Rick

Discussion: Given the conservatism built into various revenue and expense line items, there is not a need for separate contingency expenses, especially since there is now a track record for several years of conference revenues and expenses.

All in favor, motion passed

Further Membership Committee Recommendations

Bob S. reported on current benefits for eJEN members.

Motion: Bob S. moved to remove the ability to become a board or committee member, to apply for JAZZ2U, and to submit for conference presentations of eJEN Membership.

Second: José

Discussion: Lou shared the recommendation by the FC committee to remove the eJEN membership category completely. The perception of the value of the organization might be compromised. Currently there are 350 members at the eJEN level and 818 full members. Rubén warned that there might not be sufficient outside benefits yet aside from conference attendance.

Nine in favor, two abstentions, one opposed, motion passed

Motion: Rick moved to increase the eJEN membership cost to \$50

Second: Judy

Discussion: Mary Jo would like to keep affordable access to the website for teachers.

One in favor, eight opposed, one abstention, motion defeated

Discussion: Larry pointed out that there is a large membership contingent at the individual network affiliate level – currently over 500. By eliminating this option, non-conference attending members will need to move to eJEN memberships.

Motion: Bob S. moved to eliminate the individual membership levels offered to members of network affiliates.

Second: Judy

Eleven in favor, one abstention, motion passed

Motion: Mary Jo moved to increase the cost for the age 12-17 membership category to \$25 and call it Youth Category.

Second: Judy

All in favor, motion passed

Motion: Bob S. moved to continue to allow eJEN members to attend the conference for eJEN members.

Second: Jose

All in favor, motion passed

Strategic Plan Discussion

Judy presented the text version of the Strategic Plan. The vision statement was amended to include advancing the jazz entertainment and music business.

Motion: Lou moved to accept the strategic plan as presented in its current format.

Second: Mary Jo

All in favor, motion passed

Theme for the Upcoming Conference

Motion: Paul moved to accept Five Years.... and Moving Forward as the slogan for the upcoming conference

Second: Rubén

Eleven in favor, one opposed, motion passed

Budget Decision

Motion: Rick moved to accept the tentative budget in the form presented at today's board meeting with final approval to come forward to the board.

Second: José

All in favor, motion passed

Bob S. expressed his appreciation for Lou's hard work on the conference coordination and budget.

Scholarship and Awards Committee Report – Mary Jo Papich, Chair

Mary Jo suggested inviting all previous board members to the President's Founders Reception as a form of recognition. The cookbook will be completed by the January 2014 conference and will be for sale to the membership.

Motion: Bob S. moved to present the LeJENds of Jazz Education awards this year to Ed Soph and Paris Rutherford.

Second: Mary Jo

All in favor, motion passed

José suggested including Texan Howard Johnson on the recognition list of Jazz Legends that have passed away. Action Item: Monika will facilitate getting the list of obituaries from the Jazz Journalist Association in preparation of a PowerPoint recognition at the conference.

Challenges and Goals for each Board Member - Mary Jo Papich

Mary Jo encouraged everyone to contribute financially as much as they can and thanked everyone for their hard work.

Conference Programming

Lou offered the option of including the Booker T. Washington Vocal Jazz Ensemble in the conference by having them perform shortly at the beginning and for 30 minutes after the JENeral Session. In addition, Booker T. Washington Jazz Combo will be asked to perform for the Founders Reception.

Action Item: This year's Gala Dinner will include a fundraising campaign with printed giving cards as well as testimonials by leaders and students who have benefitted from JEN scholarships.

The meeting was adjourned at 12.45 pm.

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