

January 3-4, 2012 JEN Board of Directors Minutes of Meetings

Jazz Education Network Board of Directors Meetings Galt House Hotel, Louisville, KY

TUESDAY, JANUARY 3, 2012

8:00 a.m. – 11:30 a.m.

Members present:

Dr. Lou Fischer, Willard Jenkins, Darla Hanley, Andrew Surmani, Rick Kessel, Bob Sinicrope, Caleb Chapman, Ruben Alvarez, Monika Herzig, Paul Bangser, MaryJo Papich, John Clayton, José Diaz, Orbert Davis, and Terell Stafford

Office Coordinator: Larry Green

President's Welcome (Lou)

Lou calls meeting to order 8:13 am

Great attendance expected 2,246 credentials this does not count walk ups

Membership Report (Larry)

Larry gave a brief report on our membership numbers our numbers in 2009-2010 was 1294 in 2010-2011 our numbers were 1293. Larry reports that membership expiration notices have begun to go out again. The biggest surge in our memberships happens during our submissions and convention registration. Also, we many founding members that have not renewed their memberships; it was suggest we get a list together to make personal phone calls to these individuals.

Action Item: Larry and Rick will work together on getting the contact information on these non-renewed members and send out a membership renewal thru mail.

Treasurer's Report (Rick)

Rick report to the board that we are fiscally in good shape. We are in a little better shape than last year. Our expense this year is higher than last year some of it due to board air travel now reimbursed and the increase of office personnel salaries. Exhibits have increase this year over last year. This is due to more space available to sell to exhibitors. Total Assets in 2012 is \$259,523 and Total Assets in 2011 were \$201,108. All financial reports are on the website.

Nominating Committee Report (Andrew)

The nominating committee has two members whose terms are expiring this year; therefore new member must be added; Caleb, Mary Jo, Darla, and Bob joins the nomination committee. The general board election must occur before officer's election this August.

Personnel Committee Report (Andrew)

Andrew gave a brief report to the board. The personnel committee suggested that we add a marketing communication coordinator. This position would focus on the marketing needs of JEN and would utilize the Internet, social media, etc to help put the face of JEN out to our membership and potential members.

The committee also suggested that we increase the office manager position salary to \$3,000 and to focus the position to more membership driven position. It was suggest that we use interns to help with some of the office managers and marketing paperwork.

Motion: Mary Jo moves that we increase the office manager position to 3,000 per month

Second: Darla

Discussion: The salary increase would be effective July 1, 2012

Motion: Passes

Motion: Caleb moves that we support the personnel committee recommendation that we add a marketing/communication coordinator to the staff.

Second: John

Discussion: The board discussed the timeline of when to establish the position.

Amendment: The position would be an independent contractor with annual stipend negotiable up to \$30,000.

Motion: Passes

Review of Term Grid of Current Board

Marketing/Communications Committee Report (Caleb)

Caleb reports that we have a marketing plan. The two committees were combined two months ago. Marketing committee design a fantastic mobile application (Guidebook) to help get the word out about JEN and our Conference. This application allows attendees to organize schedule, give them exhibitors' description, and even allows them to rate clinics.

Fundraising & Development Committee Report (Paul)

Paul reports to the board the committee's discussion. The committee has developed a strategic plan for fundraising. Thus far no money has been brought in but a lot of groundwork has been laid out to position JEN to start applying for grants.

Website Committee Report (Andrew)

Andrew reports to the board the state of the website. It is the recommendation of the committee that we develop another website after the conference. There are just too many problems with the website to fix it.

Action Item: John Clayton will head the Website Sound Content Committee. Committee members include Darla, Willard, Monica, Ruben, and Terell.

JENeral Store Online/Update on IES (Lou)

Lou reports that the executive committee has approved the IES contract IES.

Action Item: Lou will take any unsold items from the JENeral Store; take pictures of the items and get them to IES.

Governance

Personnel Committee Report (Andrew)

- Proposed By Law Changes

- o Article IV.42(a)(b): Proposed move of Reference to Advisory Council of Past Presidents from (a) to beginning of article (b) for clarity

- o Article V-5.4a)(b)(f): Proposed Removal of Required Reports from President/President-Elect/Past President
The board discussed the Proposed change to each clause is to modify the final sentence: as below:

Upon request from the Board of Directors The President/President-Elect/Immediate Past President shall issue reports of his/her activities to the Board of Directors and the general membership.

Publication of President's Advisory Council (Andrew)

The board discussed publishing the names of the president's advisory council

Motion: Mary Jo moves that the president be allow publish the names of the members of the President's Advisory Council

Second: Monica

Discussion: Some of the concerns are that members of the advisory council may want some sort of compensation such hotel, comp registration. Etc.

Motion: Passes

Action Item: Caleb moves that we form a committee to explore the development of an organizational advisory council.

Motion: Paul moves that we accept the changes to the bylaws as discussed.

Second: Bob

Discussion: Noted above

Motion: Passes

Formation of Exhibitors Advisory Council (Lou)

Lou recommends that we start Exhibitors Advisory Council; he felt that this would be a good political move. This council will be balance with small and big groups.

2012 Conference

Lou reports to the board that all is running smoothly. Lou is also shared with the board the updates in room nights and conference registration. We have a lot of volunteers. Volunteers from the Kentucky Art Centers will check credentials for the conference. Gala tickets sales are up a little bit; Karen Shore did an amazing job in organizing the auction.

Festival Clinic Room has eight out of the 12 bands that would not have attended the conference this year.

Mentoring Committee Report (Jenkins)

Thus far we have 7 students recommended for the program. Willard asked the board how would we like to expand the program. Lou suggests that we utilized the JEN experts for the mentoring program. Board members suggested that at the end of the program students should have some sort of summary of their experiences.

Action Item: Mentors will take a photo with the students in the mentoring program on Friday afternoon 3:30 pm in the foyer of the exhibitor room.

Outreach Program:

Mary Jo reports that we have incredible outreach coordinator Diane Downs. We have more mentors than we have programs requesting; 15 musicians from 10 States and 2 countries 15 performances.

JEN Composition Showcase Report (Lou)

6 students chosen to showcase their composition; Saturday at 5 pm

Review Final Scheduling

- o Program Book (Lou)
- o Conference App & Operation (Andrew)
- o JENeral Session Agenda (Lou)
- o Open Board Forum Agenda (Lou)
- o Presiding Assignments (Bob)
- o Exhibitor Assignments/Talking Points (Lou)

We want to really show our appreciation for their support and to let them know to give us some feedback. Lou passed out talking points for interviews to the board for their review.

- o Media Scheduling for the week (Lou)

Jerry Tolson has done some of the interviews for us prior to this week. Lou passed out some talking points.

Conference Site Review Committee Report (Lou)

- Atlanta Site Report: January 2-5, 2013 (Andrew)
- o Looking Ahead/2014-15
 - ? Consider adoption of date change to January 8-11, 2014 versus 15-18, 2014 (Larry Reports from exhibitors)
 - ? Consideration of 3 city rotation to stabilize conference development and production & expenses related to (Lou)
 - ? 2014 Options: New Orleans, Dallas, Chicago, Memphis, Columbus
 - ? 2015 Options (January 7-10): San Diego, Dallas, Louisville

WEDNESDAY, JANUARY 4, 2012

8:00 a.m. – 11:30 a.m.

Lou calls the meeting to order at 8:20 AM

Education Committee

Mary Jo shared with the board the discussion; our goals pilot the festival clinic room honors jazz ensemble promote best practice, web streaming, and educational resources.

Action Item: Committee has been charged with coming up with the wording for the competitive and non-competitive

Site Review

Hilton is a good hotel site but does not have a very good layout.

Hyatt hotel in Atlanta

Atlanta is a hub and there is a train to the hotel. Peach Street Center with 200 bars restaurant and shops. Good options for student groups for food. This Hyatt has the largest ballroom in the state of Georgia. The Hyatt has a huge exhibit hall; plenty of space for our event. We have signed the contract for the Hyatt. Biggest issue is upping our room guarantees to 1650 room nights. 2013 Conference Board commitment fly in on the 1st and meet on the 2nd

August Board Meeting will be from August 6-9th, 2012.

Motion: Site review committee moves that we raise the room attrition to 2000

Second: Rick

Discussion: Board discussed space requirement, room rates, attrition

Motion: Passes

The Hyatt contract calls for a \$20,000 food and beverage minimum.

Board discussed dates for the 2014 Conference. Larry spoke to exhibitors; they preferred to see us have the conference occur during the 1/8/14 thru 1/11/14

Motion: Bob moves that we select January 8 thru 11 for the 2014 Conference.

Second: Terell

Discussion: Board discussed the many conflicts during the month of January.

Motion: Passes

Leadership development committee

The committee recommends that we submit 10 names for possible leadership positions i.e. committees, board, and to enhance the call for nominations. The committee also asked if anyone has a recommendation for the marketing/communication manager they should let Rick know.

Submission Process Committee

Board discussed the pros and cons of limiting clinic submissions. Issues included topic such as over exposure from several A-list clinicians and a concern that limiting submissions to one submission per clinician could cause a shortage of clinic proposals in certain categories. In addition, the board discussed what will be the appropriate waiting period for previously perform group.

Motion: Willard moves that we limited clinic submissions to two per year

Second: Bob

Discussion: Discussion noted above.

Vote: 5 yes, 8 against

Motion: failed

Motion: Caleb moves that we limit clinic submissions to two per year.

Second: Jose

Discussion: Discussion noted above.

Vote: 9 yes 3 against

Motion: passes

Lou spoke to the board with the exhibitors' non-compliance of submitting their credential request. About 66% of the exhibitors did not submit their request making it difficult for credentials to be produced in a timely manner. Lou suggested that we charge a late fee.

Motion: John moves that if an applicant does not submit the credential request by the deadline that the applicant stands in line for their credentials.

Second: Terell

Discussion: Discussion noted above.

Motion: passes

Lou talked to the board about the attrition rate and it always up the risk. Many performers and clinicians are not honoring their agreement of staying in the conference hotel. What do we do if clinicians do not comply with the hotel agreement?

Motion: Rick moves that upon confirmation of acceptance the applicant should confirm via radio buttons that they are staying in the conference hotel as agreed by adding a hotel confirmation number. Failure to confirm with the hotel requirement will reflect in a three-year submission penalty.

Second: Mary Jo

Discussion: The board discusses the pros and cons of imposing a penalty

Motion: 10 for 1 against; Motion Passes

Bob commented that we need help to accomplish the important menial task and we should consider hiring additional staff.

Mary Jo spoke to the board about not adding a per diem. The board discuss about postponing per diem

Motion: Mary Jo moves that we postpone the third implementation of the board reimbursements.

Second: Bob

Discussion: Board discussed the issue

Motion: passes

Motion: Caleb moves that we increase travel reimbursement to 600 per board travel based on current economics.

Second: Bob

Discussion: This will include any form of transportation

Vote: 8 for 2 against

Motion: Passes

Andrew spoke to a company called The Rush. They could audio/video recording and can take care of all the legal issues ie copyright clearance.

The office manager, board, and volunteers are doing working hard

Board discusses the exhibitor's spot in the hall. Mary Jo asked that we consider giving the better areas to exhibitors that are major sponsors.

Motion: Caleb moves to adjourn

Second: Jose

Discussion: Motion: Passes

Meeting adjourn 12:58 pm