

January 3-6, 2011 JEN Board of Directors Minutes of Meeting

JEN BOARD of DIRECTORS MEETING

Roosevelt Hotel - New Orleans, LA

MONDAY, JANUARY 3rd (9:30am-5pm)

[Radio Broadcast/interview 6:45am-9:00am – John, Orbert, MJ]

Members present: Dr. Lou Fischer, Willard Jenkins, Paris Rutherford, Andrew Surmani, Rick Kessel, Paul Chiaravalle, Bob Sinicrope, Bruce Silva, Paul Bangser, Mary Jo Papich, Jose Diaz, Orbert Davis, John Clayton and Office Coordinator: Larry Green

Lou called the meeting to order at 9:45

Discuss the process of approving the Board minutes of the meetings

Lou reviewed the process related to the Board online motion and voting passed online since August 2010.

EC Meeting Minutes

EC meets on the third Sunday of the month. The minutes from the EC will be placed on the Board Forum as soon as possible for Full Board review.

Motion: Andrew moves that we approve the August Board Meeting Minutes

Second: Terrell

Discussion: motion passes

Due to a recent surgery, Chuck Gee cannot attend. Dawn DeBlaze and John Kuzimich will be the official photographers for JEN. Dawn asked about keeping ownership of photos. Lou communicated that JEN will have the rights to the photos; Dawn DeBlaze has not responded to date but this will be cleared up prior to conference.

The board discussed that during first 15 minutes of the performance photography is allowed. Audio and video recording is prohibited!

Treasurer's Report

Rick discussed the Profit and Loss statement from July thru December.

Action plan: Ask bookkeeper to separate operation manager's fees and independent contractor fees in budget

Lou discussed the difficulty the EC has to conduct business with the current board financial policy. Our policy currently states that the Finance Committee must approve any expenditure over \$500. Bruce suggests that it be discussed in the finance committee to discuss and redline the changes that should be made and bring it before the board. Tabled until later in the week.

Nomination

The nomination process is already online. The calls for nominations are open from January 1, 2011 to February 28, 2011, midnight, Eastern Standard Time.

The Past President's Council has an automatic representative to to the Board in accordance with the JEN Bylaws. The Council will elect a former president from within the group to represent the past presidents group on the board once there is more than one Past President.

Paul Chiaravalle announced that he would be resigning from the board effective Sunday January 9th, 2011 due to extenuating circumstances.

Three board member positions will be available for election in 2011.

Plan A: Announce Paul Chiaravalle's position during the call for nomination

Plan B: appoint one candidate to fill Paul Chiaravalle's position and elect three positions.

Motion: Andrew moves that we appoint a replacement for Paul C

Second: Mary Jo

Discuss: Discussion related to the motion. Motion passes

For the record we do have a quorum.

Motion: Bob moves that we appoint Willard to replace Paul C.

Second: Bruce

Willard recused from meeting

Discussion:

Motion passes

Willard returns, accepts the position and will begin January 10th, 2011

Motion: Bob moves that we appoint a replacement for Willard who is vacating the position formerly held by Steve Crissinger for the remaining time of term vacated by Willard's move to Paul's position

Second: Terrell

Discussion: Discussion related to the motion. Motion tabled until Sunday January 9, 2011.

Two Officer positions will need to be filled after the upcoming election. They are Vice-president and Treasurer. Lou asked the incumbents in those positions to please let the committee chair know if they are interested in being considered again for the position.

Lou announced that after lunch we will be in breakout groups:

Financial Committee will be meeting in 21245

Education Materials Committee will be in meeting 20545

Mentoring Committee will meet in room 11316

Break for Lunch at 11:30 am.

Breakouts to follow at 1:00 pm.

3:00 pm Reconvene in Bienville/Committee Reports

Education Materials Committee

Jose provided a summary of the work developed by the committee. Emails of the materials developed will be sent to the board for further comments.

Mentoring Committee

Willard provided a summary of the work developed by the committee.

Financial Committee will be meeting in the Roosevelt suite

Rick provided a summary of the work developed by the committee.

5:00 pm Tour of property

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TUESDAY, JANUARY 4th, 2011

Members present: Dr. Lou Fischer, Willard Jenkins, Paris Rutherford, Andrew Surmani, Rick Kessel, Paul Chiaravalle, Bob Sinicrope, Bruce Silva, Paul Bangser, Mary Jo Papich, Jose Diaz, Orbert Davis, Monika Herzig, Ruben Alvarez, Terrell Stafford and Office Coordinator: Larry Green

Breakouts 9:00am-10:30am

Meeting resumes Full Board 10:52 AM

Scholarship Committee

Bob gives a brief summary of the discussion of criteria for scholarships Committee. The following are the current scholarships and the amounts

Women in Jazz - Amt \$1k, David Baker Award – Amt \$3k, Hal Leonard/JEN Student Scholarship – Amt proposed Annually \$1k, John LaPorta Award Timetable – Amt \$2.5k, Cover Design Contest \$250

Proposed Timeline for scholarship/awards

March 1, 2011 Announce and spread the word immediately Open on web

September 30, 2011 Deadline for application submission

October 15, 2011 Deadline for LaPorta award support materials in support of nominations

November 1, 2011 Notify recipients

Submissions Committee

Bob gives a brief summary of the discussion of criteria for submissions. Discussed the criteria for submissions and task reassigned to committee to finalize details as there was no consensus arrived at today on many details.

Proposed Timeline for Submissions

March 1st Announce online and in JAZZed magazine

April 30th deadline

May 1st to August 1st Review submissions

August 15th Announce performers/clinician

September 15th Applicants Acceptance of Invitation must be returned acknowledging acceptance

Finance Committee

Mindy Muck is doing an incredible job with bookkeeping. Finance committee is pleased with her work and recommends no change in the position

Membership Relations Coordinator currently is a part time position that pays \$800 and Operations Coordinator

is a part-time position that pays \$1,200. Discussion of the position and JEN needs ensued. Lou commented that Larry Green has done a fantastic job! Larry has stepped into the position as of December 1st and has reached out to exhibitors, returned emails, and basically been outstanding in the position.

Rick advised the board that the committee recommends that we combine the Membership Relations Coordinator and Operations Coordinator into one Office Manager position. The committee recommends that we ask Larry Green to take over both positions for the remainder of this fiscal year at \$2,000 per month.

Motion: Bruce Silva moves that we offer an independent contractor contract (office manager) and that we release the current Membership Relations Coordinator after January as her current contract expires.

Second: Willard Jenkins

Discussion: Brief discussion of the motion.

Motion: Passes

11:50 am. Lunch break

Meeting resumes 1:20 pm.

Lou introduced Gary Brandes, NOLA volunteer coordinator, to the board. Gary did a great job with coordinating volunteers at the St. Louis Conference. A total of 79 people have expressed interest in working as volunteers. Gary indicates JEN needs 44 volunteers per day to run the convention. Our volunteers all will have credentials.

Lou communicated to the board that Jackie has asked that each board member provide a cell number and their room number.

Purchasing Policy

Lou addressed the board regarding the current purchasing policy

1. All purchases over \$250 must be approved in advance by the Treasurer
2. The Event Coordinator is responsible to know if the item ordered is within the budget and guidelines
3. If purchase is less than \$250, persons authorized by the Treasurer for immediate purchase and delivery can make the purchase. When this is done, invoice copies are to be turned into the Event Coordinator and then forwarded to the Treasurer
4. All purchases including services over \$500 must be approved in advance by Finance Committee

The Finance committee recommends the following changes to the above purchasing policy:

1. Up to \$1000 no approval necessary beyond normal operating procedures in place
2. \$1,000 to \$10,000 must be approved by any two of the following individuals: President, Treasurer or one member of the Finance Committee.
3. Any purchase over \$10,000 must be approved by the Finance Committee through a bid process if available as per the existing Financial Guidelines.

Motion: Rick moves the Board adopt the financial policy as stated above.

Second: Andrew

Discussion: Additional Discussion related to the language of the proposed purchasing policy

Motion: Passes

2011 CONFERENCE

Lou announced that we had two cancellations in the Conference scheduling. Brazilian artist Carlos Ezequel and

Horace-Alexander Young.

South African group: Committed Artists for Cultural Advancement Ensemble (CAFCE) has been invited to perform in place of a cancelled performance. Scheduling has been difficult due to last minute change requests but worked out.

Lou reminded the board to visit all the exhibitors and thank them for their support, especially sponsors of stage venues.

Lou gave a brief summary of the signage and the hours of the exhibitors' showroom.

Andrew provided a summary of the Exhibitor Raffle.

Exhibitors raffles: five drawings to be held on Friday and Saturday

Bruce Silva gave a summary of the silent auction. We have some great items for bid; the bid items will be housed in the JENeral Store. Any items not bought during the silent auction will be sold at the Meet Me New Orleans fund-raising dinner.

NEW POLCY as established by EC December 2010 (See Minutes):

All performing artists and presenting clinicians may sell up to five titles in the JENeral store at an across the board rate of \$15 per CD without any commission paid to JEN.

All JEN members may sell up to two titles in the JENeral store at an across the board rate of \$15 per CD in the JENeral Store with 20% commission paid to JEN.

JENeral Session

Lou gave a summary of events related to the JENeral Session. The order of events proposed for the JENeral: welcome address, introduce the board, presentation of awards, and then keynote speaker.

Oxford University Press Proposal

Oxford University Press will offer members of JEN up to a 20% off all jazz products. Partnership can be in place within two months. Rick asked about offering other companies the same opportunity. It was suggested an Email blast should be sent to our corporate and institution members to let them know that we are entertaining a new member benefit by adding a link to our member benefit page. It was the general consensus of the EC that if we accept this proposal we should approach or let other JEN business/corporate members of this member benefit.

Motion: John moves that JEN offer member benefits by allowing JEN members to offer discounts to members on the JEN website.

Second: Rick

Discussion: None

Motion: Passes

Jerry Tolson Proposal

Lou gave a brief summary of Jerry Tolson's Proposal related to producing the 2012 Conference in Louisville. Mr. Tolson was asked to submit a more complete proposal with more detail describing his expertise in the area of conference production. A meeting will be setup with Jerry Tolson during the conference to discuss his

abilities to produce conferences. The time of this meeting will be announced to the Board and all members are encouraged to attend.

Board Conference Assignments

The Board received their assignments and discussed conflicts. Lou gave a brief summary of presidens' duties.

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Wednesday, January 5, 2011

Mary Jo spoke to board about the offerings of the JENeral Store. Some items included in the store are JEN merchandise, CD's, and the silent auction.

There will be a meeting with Jerry Tolson Saturday at 3:00 pm in the Huey Long Room. The meeting will include a discussion with Jerry related to his more detailed proposal and his experience producing conferences. Mary Jo will prepare talking points for presidens to use when introducing groups.

Lou asked for someone to volunteer to compose guidelines to for media photos. It was suggested that we contact Dawn about writing guidelines.

Given the General Agreement from the Board to move forward with hiring a full time webmaster or managing company, at Willard's suggestion, Lou contacted Lois Gilbert about managing the JEN website as webmaster. It was also mentioned that Andrew and Lou would be meeting with Gene Perla in this regard. Mr. Perla mentioned he is not drupal-ized and was not sure if this was the job for him but he would like to help JEN. Ms. Gilbert informed Lou that her partner knows drupal well and can assist with the website.

Lou updated the board that the hotel did some research and found that we are not exempt from LA State tax. Lou informed the board that the hotel room charges should now be paid by the master account. The hotel will also let conference attendees know that those staying in the Roosevelt Hotel will receive free Internet in their rooms and in the lobby areas.

Paris summarized the showcase for the board. The committee was successful in contacting JEN composers to work as adjudicators and mentors for the student composers. Twelve student composers were chosen; these students received critiques and were mentored by the composers. The showcase compositions were all based on the same genre and instrumentation. There is a concern about including strings as a voice for composers to use in their compositions. String instruments are not instruments usually available during our conference. The board discussed possible options for extending the instrumentation for student composers. The board has agreed to host up to six rooms for four nights. Bruce Silva has agreed to donate up to \$2,000.00 for the student showcase winners.

Jackie arrives to the meeting. She reports that the conference production is progressing well. She informed the board that she has many individuals volunteering to help with the conference. She did express concern about not being able to get into the rooms to set them up on time. She also requested that all presenters be at their assignments at least 15 minutes prior to the beginning of the presentation. Willard is the point person with WWOZ; he will set up the interviews for the radio stations.

Andrew asked if everyone was comfortable with his or her presentations for the open board meeting. Mary Jo suggested that we introduce members of the various committees.

•2012 Louisville

The finance committee recommends that we keep the conference pricing the same as this year across the board. Early registration is \$125.00 and regular registration is \$175.00. Lou expressed the problems and concerns about selling tabletops before we sold out the booth exhibition area in NOLA. The board was informed that a policy must be in place addressing the sale of tabletops for 2012 as we have ample space to do both. Lou suggested that we restrict tabletops sales to individuals, universities, non-profits, and small business and that we allow anyone to purchase an exhibit booth. We have had people buy individual memberships and then buy exhibit booths for their company therefore avoiding paying the corporation rate of \$500.

The current language listed in the website regarding the listing for booths and tabletops when purchased is:

Information on becoming a JEN conference exhibitor is below. Membership in JEN at the appropriate level related to your business, i.e. Corporate Membership is required for corporations, Institution Membership is required for schools, museums, etc, Network Affiliate membership is required for member groups, and/or an Individual membership is required for an individual. Please be advised that the listing in the Program Book will be directly in correlation to your membership status on record.

Motion: Andrew moves that we continue 2011 Conference policy of listing booth names in the program and providing signage in the booth based on the membership level purchased by the individual or organization.

Second: Bruce

Discussion: Discussion related to the motion

Motion: Passes

Motion: Rick moves that we maintain the same conference pricing for membership, registration, exhibits booths, and tabletops.

Second: Terell

Discussion: Discussion related to the motion

Motion: Passes

Bruce suggested that we offer a 10% discount to exhibitors or sponsors of this year's conference if they buy the same level of support.

Motion: Bruce moves that we offer a 10% discount to all original exhibitors or sponsors of JEN Conference if they buy the same level of support.

Second: Monica

Discussion: Discussion related to the motion

Motion: Passes

Motion: Bruce moves vendors who commit to donating an item equal in value or more than their 2011 exhibitor cost will be offered a 10% discount on their vendor space in 2012.

Second: Terell

Discussion: Discussion related to the motion

Motion: Passes

•Jazz Arts Group Doris Duke Developing Audience Project

Bob Breithaupt, Carol Argiro, and Christy Farnbauch from Jazz Arts Group presented the board with information with the audience development. Doris Duke provided \$200,000.00 to the Jazz Arts Group as the lead organization partnering with All About Jazz and Jazz Education Network as national marketing and

information dissemination partners. Jazz Arts communicated some of the findings of their audience development partners. Jazz Arts would like to find a way to gather more information for audience development and to disseminate the information to its members. Lou suggested to the board that we ask Jazz Arts Group to promote JEN to their audience. They have a huge database of jazz audiences and they may be interested in attending our conference/evening concerts.

Motion: Bruce moves that we go forward with the Jazz Arts project as national marketing and information dissemination partner with details to be discussed later.

Second: Willard

Discussion: None

Motion: Passes

The board recommends Lou continue further exploration of the possibility to join together with the Jazz Arts Group to present panels, clinics, workshops, research presentations at the conference.

•Conference Committee

Board Member schedules will be passed out tomorrow during the open board meeting.

Lou informed the board that WWOZ Thursday will have an interview 6:00 am to 9:00 am. WWOZ would like to interview a board member during the show. Ruben Alvarez and Bruce Silva will do the morning interview. Willard will schedule the WWOZ interviews for the 4:00 pm to 7:00 pm.

The board discussed the possibility of developing a new membership category for Performing Arts Presenters. There was discussion about the Performing Arts Presenters letting them join as an affiliate member. Further discussion of this issue was tabled.

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THURSDAY, JANUARY 6th, 2011

Members present: Dr. Lou Fischer, Willard Jenkins, Paris Rutherford, Andrew Surmani, Rick Kessel, Paul Chiaravalle, Bob Sinicrope, Bruce Silva, Paul Bangser, Mary Jo Papich, Jose Diaz, Orbert Davis, Monika Herzig, Ruben Alvarez and Office Coordinator: Larry Green

Meeting called to order this morning at 9:12 am and welcomes JEN members to the open meeting.

Treasurer Report

Rick provides a summary of the financials including income and expenses thru January 5, 2011. Total income \$156,000.00; Total expenses \$71,000.00.

Board Members Introductions

Board members introduce themselves to the membership.

Membership Committee Report

Lou shared with the membership a brief summary of the current standing of JEN membership. Currently JEN has 1367 members and over 2,000 expected attendance at the conference.

Communications/Marketing Report

Gary Armstrong presented a summary of the current status of the Communications Committee.

Educational Materials/Curriculum Report

Mary Jo Papich, provided a brief summary of the current projects of the committee. Mary Jo informed the

membership that the committee has two sub-categories, K-8 grades and grade 9 and above. The K-8 committee will have a website launch soon that will list educational materials and resources for K-8 level. The high school committee is currently working on JEN endorsed festival forms to launch soon as well.

Fundraising & Development Committee Report

Bruce gave a brief summary of the fundraising efforts of JEN. Some of the highlighted projects include the Meet me in New Orleans fundraising dinner and Silent Auction.

JENerations Committee - Ryan Adamsons

Ryan gave a brief summary of the projects and activities for musicians under the age of 35. He also provided some info about the JENeration activities planned during the conference.

Scholarship & Awards Committee Report

Bob announced to the membership that we have 6 scholarships available for students. Bob summarized the awards and announced the 2011 winners to the membership.

JEN Student Composition Showcase Committee

Paris summarized to the membership the Composition Showcase and described the high quality work of the student submissions. Paris announced that the winner of the contest will have their music performed by the University of North Texas One O'clock band.

Mentor and Education Committee

Willard provided the membership a brief description of the Mentor program. The committee is in the infant stage and as the committee develops information will be communicated to the membership.

2012 Conference Committee Presentation

Lou presented to the membership the planned 2012 JEN Conference in Louisville, KY. Dates for the conference will be January 4-7, 2012. With our membership growth, the Louisville Hotel and Convention space is large enough to house JEN in one space. Developing Tomorrow's Jazz Audiences Today is the theme of the 2012 JEN Conference.

Other Business

Mary Jo announced the South African group CAFCE will perform on Saturday, January 8, 2011 at 9:00 am in the Blue Room. Mary Jo also shared information related to JEN's outreach program and thanked Holly Wallace for her tremendous help in the outreach program. The JEN Store is available during the conference please come by and purchase items from the store and support JEN and fellow artists.

Lou announced the Call for Board Nominations presently online and encouraged people to submit nominations for the board.

Bob shared with the membership a general summary of upcoming deadlines.

Q&A (I suggest that these questions be setup as a FAQ on the website)

What is the board doing to avoid scheduling the conference to avoid conflicts such as APAP?

Every possible angle is explored when the Board deliberates and begins to look at dates. Additionally, JEN has run two different surveys asking about preferred dates. It is simply impossible not to compete with some other organization out there and eventually a decision has to be made. No date will ever be the perfect date for everyone.

What is the time and monetary commitment for board members?

Each Board member term is 3 years in length. Beginning with 2010-11 housing is covered. 2011-12 an airfare allotment will be installed. 2012-13 a per diem will be added.

Board members are asked to attend no less than 2/3 of all dates, including the conference. A statement of Board Directors Service Goals can be found online under the Members Area on the Home Page.

Is JEN developing state and/or regional chapters to support JEN?

No. When JEN was formed, the Network Affiliate category of membership was created to allow organizations around the world to join JEN. Details are available online. A complete discussion ensued and Lou outlined all details to those in attendance.

How is JEN developing in Canada?

Canada is again welcome to consider joining JEN as a Network Affiliate organization.

Is JEN working to developing a partnership with the International Association Schools of Jazz (IASJ)?

JEN representatives will be meeting with Dave Liebman and others this weekend to discuss possible options for a strategic partnership between the two organizations.

Does JEN have plans to develop internationally?

JEN is a global organization that has membership currently from 18 countries. No plans are in place to develop constituency groups from other countries other than inviting those organizations presently in existence to become Network Affiliates. The South African Jazz Educators Association is already a Network Affiliate. Any other group can join JEN easily under the Network Affiliate category.

Does JEN have a procedure to set up affiliates?

Absolutely. Please visit the website for details by clicking on the Network Affilaite Membership Category.

What is JEN doing to partner with other collegiate and music organizations such as MENC?

JEN has partnered with MENC in the Support Music Coalition. JEN has a strategic partnership with Music For All wherein we co-present the jazz division of the Summer Symposium in June each year and the National Honors Jazz Band of America during the National Festival in March each year.

What is JEN's Strategic plan?

The strategic plan is being developed fully in the near future. The first two years were spent organizing, i.e. on the nuts and bolts related to establishing the Bylaws and Financial Procedures, to make certain the organization remains solvent. To establish election procedures and initiatives. Now we have moved into Stage Two of the strategic planning for the organization, which means since the nuts and bolts are in place, we can begin to establish the initiatives we have been talking of. The biggest obstacle has been the lack of support staff and the fact that the Board is expected to do all of the work. Most of the Board have Full-time jobs outside of the work they do for JEN. As we move further into JEN's existence, the establishment of part-time positions has materialized, and the designation of more detailed expectancies of Board members, and establishment of working committees has resulted.

Has JEN thought about it could help with helping venues keep audiences?

JEN is the network to connect with the global jazz audience. It is our hope that our membership will communicate through our online FORUM to each other in this regard. Sharing the knowledge from venue to venue, from member to member, those experiences that work and those that do not, and more specifically, why not if they did not work? This type of networking is paramount to the success of keeping the music alive be it in the club venue, the concert venue, or in recordings and on the air.

What is JEN doing to include more women?

JEN does not exclude anyone. The doors are open to all that wish to become involved. In fact, membership was designed to embrace everyone at the level they wish to become involved in with the organization, i.e. simple eJEN online memberships to full individual memberships that include voting rights, the right to serve on committee, to vote, and to be eligible to serve on the Board. Submissions to perform and present are open to everyone as well and special consideration is given to ensure that JEN is presenting a balanced offering of a diversity of topics related to all aspects of jazz history, improvisation, composition/arranging, industry, manufacturing, promotion, research, technology, and special topics in the conference offerings as they relate to women and men.

Meeting Adjourned

Motion: John moves to adjourn the January 2011 meetings.

Second: Jose Diaz

Discussion: None Motion: Passes

10:57 am - Meetings Adjourned

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