



MINUTES

Board Meeting

January 9, 2019

9:00 AM – 3:00 PM EST

Meeting called by President, Todd Stoll

Attendees: President, Todd Stoll; President Elect, Sean Jones; Immediate Past President, Caleb Chapman; Vice President, Bob Breithaupt; Treasurer, Tim Fellow; Secretary, Lonnie Davis; Diane Chandler-Marshall, Roxy Coss, Doug DuBoff, David Kauffman, Mary Jo Papich, Ashley Shabankareh, Julius Tolentino, Francisco Torres, Pharez Whitted, Greg Yasinitzky, Managing Director, Sharon Burch

Absent: Dustin Rohrer

Agenda

9:08-10:21AM

SELECTION PROCESS

TODD STOLL, PRESIDENT

DISCUSSION	<p>Open Board discussion regarding Diversity and Inclusion regarding selection of presenters and performers:</p> <ul style="list-style-type: none">• Better rubric, measurements process• Considering having groups identify performance with consideration to level (middle/high school) and styles being performed.• New program will be online, and may resolve current issues with process• Should the final scores be seen by adjudicators before final selection?• Policy statement may include: priority to include most diverse and inclusion at the conference; presenters, performers, etc.• Board reviews current Conference Performer and Presenter Application• First bullet point, should include language regarding the importance of our policy on inclusion and diversity.• It is a priority for JEN is committed to include an diverse ...• Who makes the decision?• - Should Board members be a part of the second part of the selection process?• - There are a number of factors involved based on number of applicants, scheduling, etc. <p>Dr. Lou joins the group discussion:</p> <ul style="list-style-type: none">• Steps following score submissions:1) meet with groups leader who coordinated reviewers,2) identify highest score from each category,3) plug them in to schedule, and 4) move on to next category. Repeat until all slots are filled.• Style is considered for pro groups. Lou is coordinator for pro group. There are a total of 30 reviewers.• Balance considered when considering genre, dender, diversity, etc are included.• Blind process has been implemented to be unbiased; relationships involved, and fairness in selection process is priority.• an with the scores we have.• This is a three step process. <p>Board is interested in being a part of the second step.</p>
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	<ul style="list-style-type: none"> • Least intrusive would be to have one Board representative to participate in this processes. • How do we know someone is a diverse candidate? They submit a photo. • This process of a mandatory photo has not worked in the past. • Hundreds of hours involved to get applicants to submit everything, time involved with working with reviewers. • Reviewers are intentionally private for their protection. • It takes one month for all reviews to occur. <p>Board volunteers for second round will be: Julius Tolentino - (schools) Pharez Whitted - (pro) Mary Jo Papich- (clinics) Lonnie Davis - (clinics)</p> <ul style="list-style-type: none"> • JEN will add “gender and race” category as option in application process. • How do you categorize some of the newer groups? The lines are often blurred. 						
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">PERSON RESPONSIBLE</th> <th style="width: 20%;">DEADLINE</th> </tr> </thead> <tbody> <tr> <td>Brainstorm ideas on categories to be considered for performance selection and share with Todd Stoll</td> <td>Individual Board Members</td> <td>Next EC meeting</td> </tr> </tbody> </table>		PERSON RESPONSIBLE	DEADLINE	Brainstorm ideas on categories to be considered for performance selection and share with Todd Stoll	Individual Board Members	Next EC meeting
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10:26-11:15 AM

FINANCE REPORT

Tim Fellows, Treasurer

DISCUSSION	<p>***This is the final Treasurer’s Report presented by Tim Fellows- Thank you Tim!***</p> <p>JEN Board Treasurer position will be filled with new officer in FY20.</p> <ul style="list-style-type: none"> - Tim Fellows has volunteered to take over Audit Committee audit <p>MOTION: To change name of Audit Committee to “Audit Risk Committee”.</p> <p>Tim Fellows makes a motion. Ashley Shabankareh seconds motion. Motion carried.</p> <p>Current cash position - \$288,000 Revenue - Jamey Aebersold - 56% funded JEN10 - Short on this campaign as well. Membership currently - 66% to budget</p> <p>Event Revenue - 76% to budget. Conference registration down slightly. Reforecasted Budget - looked at actuals July-Dec 2018, and reforecasted the remaining budget for the year.</p> <p>MOTION: To accept the reforecasted budget with what has been discussed in the Personnel Committee report. Tim Fellows makes the motion.</p>
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	Ashley Shabankareh seconds the motion. Motion carried.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

11:18-11:37 AM

PERSONNEL COMMITTEE

Mary Jo Papich and Todd Stoll,
President

DISCUSSION	<p>Managing Director taking on many duties above and beyond her job. Proposing that we provide a bonus this fiscal year of \$5000 Proposing that we increase her salary to \$75/annual without a bonus. No benefits included.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Encourage Managing Director to hire and regularly use contracted administrative support in the budget. • Bookkeeping services will be utilized. • Recommending the hire of a full time Membership Manager position, \$50,000/annual salary. Will be roughly 4 months salary between now and June 30. <p>Board must assist with clearly defining job descriptions of employees. Current model of conference can accommodate 4,000 - 6,000 members.</p> <p>MOTION #1: To give Managing Director a \$5000 bonus effective immediately and to \$75,000 salary that starts FY20.</p> <p>Mary Jo Papich make the motion. Ashley seconds the motion. Motion carried.</p> <p>MOTION #2: To post job description and immediately hire a JEN Membership Manager.</p> <p>Tim Fellows makes the motion. Ashley Shabankareh seconds the motion. Motion carried.</p>		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Distribute Membership Manager job description. Post Membership Manager job description	Doug DuBoff Sharon Burch and Mary Jo Papich	This week, immediately	

11:37-11:52 AM

Summer Board Meeting Dates/Location

Todd Stoll, President

DISCUSSION	
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	<p>Considering move of the summer Board meeting to Chicago week after the 4th of July (Monday and Tuesday, July 7-9). This is being considered for Conference in 2019 and 2020. Financially, this may be a wash.</p> <p>Numbers from Dr. Lou indicate that this move may save us money. This depends on the hotel comp offering for summer meeting. Each contract is different annually.</p> <p>This new location will accommodate incoming President's scheduling.</p> <p>**Board has decided to move the summer Board meeting to Chicago, July 7-9, 2019.**</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Share this update with Dr Lou.	Sharon Burch	This week

11:53AM -12:03PM

Commissions

Greg Yasinitsky

DISCUSSION	<p>Six (6) newly commissioned pieces will be made available to the JEN membership free of charge as a perk. The following composers were selected to create the 2019 JEN Commissions. All six of these pieces will be premiered at the conference.</p> <ol style="list-style-type: none"> 1. Patty Darling's Summit will be premiered by the University of Colorado Jazz Lab Band I, directed by Dana Landry, during their performance from 5:00 to 5:50pm on the Visions Stage in the Reno Ballroom. 2. Eric Morales's In the Mean Time will be premiered by the Paschal Jazz Ensemble I, directed by Matt Sawyer, on Saturday, January 12, during their performance from 11:00 to 11:50am on the Visions Stage in the Reno Ballroom. 3. Mike Dana's Best Day Ever will be premiered by The Little Big Band, directed by Caleb Chapman, on Thursday, January 10, during their performance from 9:00 to 9:50am on the Visions Stage in the Reno Ballroom. 4. Horace Alexander Young's Take the Next Train will be premiered by the Mira Costa Jazz Collective, directed by Steve Torok, on Thursday, January 10, during their performance from 4:00 to 4:50pm, on the Conservatory Stage/Spa Promenade. 5. Vijay Singh's Release will be premiered by the Kansas City Kansas Community College Standard Vocal Jazz Ensemble, directed by John Stafford, Friday, January
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	<p>11, during their performance from 1:00 to 1:50pm on the New Voices Stage in the Crystal Ballroom 3-5.</p> <p>6. Jennifer Scovell Parker's This Make Believe will be premiered by the Valencia High School 2 N 4 Vocal Jazz Ensemble, directed by Christine Tavares-Mocha, on Thursday, January 10, during their performance from 2:00 to 2:50pm on the New Voices Stage in the Crystal Ballroom 3-5.</p> <ul style="list-style-type: none"> • Where do we go from here? Will this be a competition? This will be up for further discussion. (3 established composers and 3 newer composers) • Will these premieres be filmed/recorded? <p>Thanks to Caleb and Greg for heading up this initiative!!</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Decide if this will be a competitive process. Up for further discussion.		

LUNCH BREAK

Following lunch break, Board discussion continued covering the following points: Board engagement/scheduling during conference events, additional finance discussion with a motion (recorded in finance report), new policy ideas regarding JEN Area Units. No action taken at this time. Topics will be included on agenda items on future meetings as needed.

Motion to Adjourn meeting:

Mary Jo Papich make the motion.
 Ashley Shabankareh seconds the motion.
 Motion carried.
 Meeting Adjourned at 3:34pm.