

2016 August 9 JEN Board Meeting

MINUTES

AUGUST 9, 2016

9:00AM

IN NEW ORLEANS

MEETING CALLED BY	President, Caleb Chapman
TYPE OF MEETING	Bi-annual Board of Directors Meeting
NOTE TAKER	Secretary, Sharon Burch
TIMEKEEPER	Vice President, Bob Breithaupt
ATTENDEES	President, Caleb Chapman; President-Elect, Todd Stoll; Immediate Past President, Bob Sinicrope; Vice President, Bob Breithaupt; Secretary, Sharon Burch; Treasurer, Tim Fellow; Past President, Mary Jo Papich; Diane Chandler-Marshall, Rick Drumm, Dan Flores, Dan Gregerman, Monika Herzig, Francisco Torres, Kirk Whalum, Greg Yasinitsky

9:00-9:15AM **WELCOME AND INTRODUCTION OF NEW BOARD MEMBERS** - Diane Chandler-Marshall, Francisco Torres, Greg Yasinitsky, Kirk Whalum **CALEB CHAPMAN, PRESIDENT**

Agenda topics

9:15-9:30AM **OUTLINE PRESIDENTIAL INITIATIVES FOR NEXT 2 YEARS** **CALEB CHAPMAN, PRESIDENT**

DISCUSSION	2016-2018 Presidential Goals - 1. Membership to 4000 2. Launch new website 3. Introduce Area Units & Education Institutional Chapters (middle school, high school, collegiate) 4. Hire managing director 5. Regional conferences 6. Create policies & procedures for organization
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9:35-9:45AM **REVIEW CONFLICT OF INTEREST POLICY & DEMOCRATIC RULES OF ORDER** **TIM FELLOW**

DISCUSSION	<ul style="list-style-type: none"> Shared the Conflict of Interest Policy and where to fill out the form. The policy is available on JENI and in the Board of Directors Reference Booklet The Democratic Rules of Order state that meetings be conducted by a facilitator or an appointed chair, in this case, the president. In addition, the Democratic Rules of Order prescribe that the members of a meeting need to establish whether the chair of the meeting in session is a voting or nonvoting member during the meeting. The decision was made that the chair of the meeting will be a voting member.
CONCLUSIONS	Tim Fellow made a motion to allow the chair of the meeting to be a voting member. Motion seconded by Rick Drumm. The motion passed.
Note: A member may move "that we discuss an item informally."	

9:45-10:00AM **INTRODUCTION TO JEN INTRANET (JENI)** **TIM FELLOW**

CONCLUSIONS	All JEN business and communication will now take place on JENI, rather than in emails.
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10:00-10:30AM

RESEARCH COMMITTEE REPORT

MONIKA HERZIG, CHAIR

DISCUSSION	<p>2016-2017 Key Initiatives Detailed report - https://jazzednet.papyrs.com/research</p> <p>Key Initiative #1 JENRing Newsletter</p> <ul style="list-style-type: none"> - Question about email newsletter and opt-ins for specific newsletters on website pages. Will provide on the new website by utilizing the Neon CRM system. <p>Suggestions from board members</p> <ul style="list-style-type: none"> - Send Research Newsletter to all members; members can choose to opt out. - Work with Lou to refine the email newsletter process <p>Key Initiative #2 Conference Research Track and Publication</p> <ul style="list-style-type: none"> - Discussed publication options with ISME (Sage Publications) - Question: Does the board support pursuing the publication option with ISME <p>Key Initiative #3 JEN/EFC/ SI Fellowship</p> <ul style="list-style-type: none"> - Suggested expanded reach of callout <p>Meeting Dates: JEN Conference Official Committee Meeting 2016 April 17 - Research Presentation Selection Committee 2016 May 25 - Fellowship Selection Committee</p>		
	CONCLUSIONS		
Monika Herzig made a motion that the JENRing report was adopted as read.			
Seconded by Rick Drumm Motion passed.			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Send Research Newsletter to all members; members can choose to opt out.	Monika communicate with Steve Nigohosian	9/1/2016	
Work with Lou to refine the email newsletter process	Steve Nigohosian/Monika H	9/1/2016	

10:45-11:15AM

SCHOLARSHIPS & AWARDS COMMITTEE REPORT

DAN GREGERMAN, CHAIR

DISCUSSION	JEN Scholarship and Awards Committee Report Key Initiative #1: To create a mission statement for the Awards & Scholarship Committee Key Initiative #2: To increase the pool of applicants for all scholarships and awards. Key Initiative #3: Explore options to increase scholarship and award offerings. Key Initiative #4: To review all scholarships offerings and the selection process. Committee Meeting Dates January 2016 – Met with Mary Jo Papich to complete transition February 2016 – Met with Mary Jo Papich to discuss procedures for awards and new ideas March 2016 – Contact with committee members to beginning crafting a mission statement April 2016 – Review with members of the committee the mission statement May 2016 – Finalize and post the new Scholarship and Awards Committee Mission Statement Future Meetings – The committee will have many meetings in the fall as we begin to review and select the recipients of the scholarships and awards	
	CONCLUSIONS	Dan Gregerman made a motion that all past presidents after they leave the board will receive lifetime membership and lifetime waived registration to conferences. The motion was seconded. The motion passed.
Dan made a motion to adopt the report as read. Seconded by Todd Stoll. Motion passed.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
All past presidents will receive lifetime membership and lifetime waived registration to conferences after they leave the board.	Dan Gregerman communicate with Lou and Membership	9/1/2016

11:15-11:30AM

WOMEN IN JAZZ COMMITTEE REPORT VIA SKYPE

NATALIE BOEYINK, CHAIR

DISCUSSION	2016-2017 Key Initiatives: (Natalie will send a written report following the meeting.)	
CONCLUSIONS	<ul style="list-style-type: none"> Request gender and age identification on the membership registration form (CRM). Solicit female instrumental artists to submit to present/perform at JEN. 	
<p>Natalie Boeyink made a motion to adopt the report as read. Motion seconded by Dan Gregerman. Motion passed.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Todd Stoll will send contact info for Jessica Jones to Natalie	Todd Stoll	8/25/16
Create a list of female mentors for young female instrumentalists	Monika Herzig	9/1/16
Request gender and age identification on the membership registration form (CRM).	Lou Fischer	2/1/2017
Solicit female instrumental artists to submit to present/perform at JEN.	All board members	1/3/2017

1:00pm Announcement by President, Caleb Chapman -

In future years, the facility walk-through will be in January during the board meetings prior to the conference. (Previously, the walk-through was scheduled during the August board meeting.)

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
In future years, the facility walk-through will be in January during the board meetings prior to the conference.	Caleb talk with Lou	2/1/2017

1:00-1:30PM

STRATEGIC PLAN

BOB SINICROPE, IMMEDIATE PAST PRESIDENT

DISCUSSION	Overview of current 2013-2016 Strategic Plan	
<ul style="list-style-type: none"> - Preparing to update the strategic plan. - Update Goal 3.5 - Create position statements. - Update Goal 6.1 - Update Policies and Practices Manual - Update Goal 6.2 - Continual work on JEN's organizational/governance and committee structure as required. Accountability in progress. - Create a special committee/task force to update the Strategic Plan 		
Committee definition/clarification:		
Special Committee = special task with finite time frame		
Standing committees = ongoing committees		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Read through the strategic plan in detail and submit comments/suggestions	All board members	
Update Goal 3.5 Create position statements Update Goal 6.5 - Bob Sinicrope will chair a special committee to update the Strategic Plan. A draft ready by November 1, 2016. Finalized strategic plan ready to present at the January 2017 board meeting.	Bob Sinicrope	November 1, 2016

1:30-2:30PM

FINANCE COMMITTEE REPORT

TIM FELLOW, TREASURER & CHAIR

DISCUSSION	<p>Key initiatives for 8/2016-1/2017 2016-2017 Finance Committee Report pdf</p> <p>#1.a: Update the JEN Financial Policies & Procedures #1.b: Update accounting/bookkeeping systems and methods #1.c: Improve audit reporting processes #2.a: Redesign budget to allow for greater ease of completion and interpretation #2.b: Define key metrics to better measure JEN's financial performance #2.c: Appoint budget managers</p> <ul style="list-style-type: none"> - Tim Fellow made a motion to appoint the President-Elect and an appointed board member as budget managers for their respective committees to approve expenditures under \$1000 if the financial budget statement allows. - Bob Sinicrope seconded the motion. - Motion passed. <p>#3.a: Create a JEN investment policy statement #4.a: Organize a more complete risk management system for tracking and outlining policy coverage #5.a: Define and align program and committee funding allocations</p> <p>Committee meeting schedule TBD</p> <p>Questions/Comments/Suggestions:</p> <ul style="list-style-type: none"> - Mary Jo Papich requested funds to purchase refreshments for the International meeting at the conference.
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Tim Fellow made a motion to accept the Finance Committee Report as received.
 Seconded by Todd Stoll.
 Motion passed.

CONCLUSIONS	<ul style="list-style-type: none"> • Annual budget reports will occur at the January Board Meeting each year beginning with 2017. • President-Elect and an appointed board member will serve as budget managers for their respective committees to approve expenditures under \$1000 if the financial budget statement allows.
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2:45-4:00PM

CONFERENCE REPORT VIA INTERNET MTG

LOU FISCHER CONFERENCE COORDINATOR

DISCUSSION	<p>Diversity question asked in regards to the session/performance selection process.</p> <ul style="list-style-type: none"> - Lou Fischer mentioned that it is critical that the JEN messaging and verbiage is accurate. - A non-mandatory checkbox for gender and ethnicity needs to be added to the member registration and session/performance submission process. - 2017 Collect the diversity of the reviewers.
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Lou Fischer made a motion to accept the Conference Report as received.
 Seconded by Mary Jo Papich
 Motion passed.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Request a diversity consultant to provide suggestions to JEN, especially in in the conference session selection.	Todd Stoll	
Add a non-mandatory checkbox for gender and ethnicity to the member registration and session/performance submission process.	Lou Fischer	
Submit names to be conference submissions reviewers to Bob Sinicrope and Lou Fischer. Keep diversity in mind.	All board members	

4:00PM MEETING ADJOURNED