



MINUTES

January Board Meeting

January 4, 2017

9:00 AM – 1:00 PM CST

MINUTES

JANUARY 4, 2017

9:00AM

IN NEW ORLEANS

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| MEETING CALLED BY | President, Caleb Chapman |
| TYPE OF MEETING | Bi-annual Board of Directors Meeting |
| NOTE TAKER | Secretary, Sharon Burch |
| 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, Greg Yasinitzky (Kirk Whalum's flight was delayed on return trip from Japan.) |

Agenda 15 plan to attend the Sunday gathering at Jazz Heritage

9:00AM-9:20AM

AWARDS & SCHOLARSHIPS COMMITTEE REPORT

DAN GREGERMAN, CHAIR

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| DISCUSSION | <p>2017 JANUARY Scholarship and Awards Committee Report</p> <p>Key Initiatives</p> <p>#1: To realign the committee with structure that involves committees members as point people for certain awards and programs. Update: Completed</p> <p>#2: To increase the pool of applicants for all scholarships and awards. Update: Committee members are looking at ways to increase visibility. A member of the committee will be taking charge of this initiative beginning at the January 2017 Conference.</p> <p>#3: Explore options to increase scholarship and award offerings. Update: The Board accepted the new Presidential Scholarships and also the Past President Recognition Awards. There is a potential donor looking at sponsoring a new scholarship for the future coming to our Conference in January 2017. Thanks to Mary Jo Papich for making the initial contact. Other new possibilities have been discussed through committee and will be brought to the board in a timely manner.</p> <p>#4: To review all scholarships offerings and the selection process. Update: In progress</p> <p>Committee Meeting Dates</p> <p>The Scholarship and Awards committee acts primarily through email since all of our work involves reviewing applicants and discussing new ideas and procedures. All committee members are active and respond in timely manners to make the process run very smoothly. Below are what is accomplished during these communications.</p> |
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| | <p>September 2016 – Confirm all committee members are still willing to serve. October 2016 – Constant email communication to review all awards applicants and select recipients for each award November 2016 – Communication with sub-committee members for their reports December 2016 – Finalize and order awards. Prepare data for full report to board.</p> <p>Dan Gregerman made a motion to accept the report.</p> <p>Sharon Burch seconded the motion.</p> <p>Motion passed.</p> | |
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| <ul style="list-style-type: none"> - Applications increased to 37. Almost doubled from prior year. - Composers Showcase applications increased. (Add numbers from detailed report.) | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Add Statistics Report to Scholarship & Awards Page | Dan Gregerman | Completed |
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9:20AM-9:40AM

OUTREACH COMMITTEE REPORT

MARY JO PAPICH, CHAIR

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| DISCUSSION | <p>OUTREACH 2016-2017 Key Initiatives</p> <p>The initiatives that Outreach will work on this year:</p> <ol style="list-style-type: none"> 1. Awareness Campaign for OUTREACH/JAZZ2U 2. Reapply for the JAZZ2U grant with Herb Alpert Foundation (we were just awarded another \$15,000 for 2017) 3. Update/Improve the Evaluation form used for JAZZ2U and put on new JazzEdNet.org website 4. For JAZZ2U-Restructure new grant awards: the fixed \$300 grant for 1-2 musicians and \$500 for 3 and more musicians/clinicians. Update info, publicize. <p>The full Outreach committee meets in person annually at the conference and via email and conference calls as needed. Obviously, the conference city host is in touch with the chair as needed from August till January to plan local outreach events. The year round JAZZ2U review panel communicates every time we have an application to approve, which is usually 2-4 times per month.</p> |
| <p>Jazz2U Report - Regranting funds from the Herb Alpert Foundation</p> <p>2013 - 2,580 reached 2014 - 5,600 reached 2015 - 7,030 reached 2016 - 4,560 reached hosted in 17 states and at all education grade levels - 39 applications received - 32 approved/funded</p> | |

- 7 pending

Mary Jo Papich made a motion to accept the report.

Sharon Burch seconded the motion.

Motion passed.

9:40-9:55AM

JAZZ INDUSTRY & MUSIC BUSINESS REPORT

JAY ASHBY, CHAIR

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| <p>DISCUSSION</p> | <p>In recent months the Jazz Industry/Music Business Committee, (a robust group of 2, Bob Breithaupt and myself), along with some very welcome aid from Bob Sinicrope and Lou Fischer, has worked to develop the opening day Symposium - next Wednesday, (1/4/17) at JEN in NOLA.</p> <p>Our initial goal is to expand JIMB Committee membership. - throughout the upcoming JEN Conference and specifically at the JIMB Committee meeting (11am, 1/5/17), our intention is to initiate conversations and extend invitations to participate.</p> <p>Key Initiative #1 - to increase JIMB Committee membership by initiating conversations/invitations throughout the upcoming JEN Conference and specifically at the JIMB Committee meeting (11am, 1/5/17)</p> <p>Key Initiative #2 - to identify and canvas members with specific areas of expertise including presenting, marketing and promotion, booking, publishing and recording - in order to facilitate and provide online links and resources to individuals/organizations that address specific areas of the Jazz Industry and Music Business</p> <p>Key Initiative #3 - to establish additional opportunities for content specific programming, both online and potentially in regional mini-conferences throughout the year aimed at:</p> <ul style="list-style-type: none"> - effective strategies for Jazz education programs to interface with regional Jazz presenters, musicians, local government agencies and cultural institutions. - encouraging integration of music business studies into collegiate curricula. - what JEN members can do to support Jazz Advocacy at the industry level in their communities. - how Jazz musicians and educators can prepare for changes in the music industry (at large) over the next 2-4 years. <p>Comments and Questions -</p> <ul style="list-style-type: none"> • Suggestion to integrate music industry sessions into the rest of the conference in addition to the intensive Wednesday track. • Suggestion to include 1-to-1 Q & A time available for <p>Sharon Burch made a motion to accept the report.</p> |
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| | <p>Tim Fellow seconded the motion.</p> <p>Motion passed.</p> |
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10:00AM-10:20AM

FINANCE COMMITTEE UPDATE

TIM FELLOW, CHAIR

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| | <p>Board member travel expenses. Tim Fellow made a motion to increase the board member travel expenses from \$500 to \$750. Rick Drumm seconded the motion. The motion passed.</p> <p>Increase the budget manager and board approval threshold limits. Tim Fellow made a motion to: Increase board approval and bid requirement threshold to \$10,000 and above. Both President and Treasurer approval requirement increased to requests between \$1,000 (or budget manager limit, if higher) and \$10,000. Budget manager limit increased to up to \$5,000, at the discretion of the board (\$5,000 for conference coordinator; \$1,000 for Todd Stoll, Rick Drumm, Treasurer and President). Dan Gregerman seconded the motion. The motion passed.</p> |
| DISCUSSION | <p>Shared the Financial Statement - Fiscal year July 1, 2016 - November 30, 2016</p> <ul style="list-style-type: none"> • Currently in the best cash position the organization has ever been in. • Revenue from membership increased by \$24,000 <p>Budget update - Creating a two-year budget in the spring.</p> <p>Note: Bookkeeping issues discovered in 2016. Books are now reconciled and ready to move forward. Tim will propose a new bookkeeper to the Executive Committee by February. Audit report will follow in January.</p> <p>Tim Fellow made a motion to accept the report.</p> <p>Sharon Burch seconded the motion.</p> <p>Motion passed.</p> |

10:20AM-11:00AM

MEMBERSHIP COMMITTEE

JIM GUSS, CHAIR

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| | <p>Note: Jim Guss's flight delayed and unable to be present. Caleb Chapman shared an overview.</p> |
| DISCUSSION | <ol style="list-style-type: none"> 1. Establish State Unit Structure - Following the model set up by IAJE, establish a structure for State Units. The board would like a minimum of 25 established by July 1, 2017. |

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| | <ol style="list-style-type: none"> 2. Establish College, High School, and Junior High Chapters - Establish structure for school chapters. The board would like a minimum of 30 established by July 1, 2017. 3. 4. Magazine Subscription Member Benefit - Each member will receive an annual subscription to Downbeat Magazine. 5. Sheet Music Member Benefit - Each member should receive 6 charts annually which will be commissioned by JEN. These will include 1 beginning level big band chart, 1 intermediate (high school) level big band chart, 1 college (pro) level big band chart, 1 combo chart, 1 beginning vocal jazz chart and 1 advanced vocal jazz chart. For the first year Jazz at Lincoln Center will provide the music while the commission process is being formed. This benefit should be initiated by July 1, 2017. Plan for commissions should be in place by February 1 to put a call out along with conference applications. 6. Monthly Membership Payment Option - Members should have the ability to sign up for a monthly membership payment plan which automatically renews perpetually until the member cancels, similar to the Netflix model. Should be available beginning September 1, 2016. 7. Member Benefits Program - The board would like several other benefits with financial significance added. These would be items like digital album downloads of high profile recordings, access to play along apps or websites, discounts on jazz club or festival tickets, etc. <p>Diane Chandler-Marshall made a motion to approve the membership initiatives as presented. Dan Gregerman seconded the motion. The motion passed.</p> |
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10:40-10:35AM BREAK

9:50AM-10:00AM NEW BUSINESS CALEB CHAPMAN, PRESIDENT

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| | <p><u>Marketing Committee</u> Removing the marketing committee as a standing committee. Marketing will become the responsibility of the marketing/communications paid staff. Dan Gregerman made a motion to remove the marketing committee as a standing committee. Rick Drumm seconded the motion. The Motion passed.</p> <p>Discussion - continue to include marketing report in board meetings.</p> |
| | <p><u>Artists as board members Discussion</u> Caleb Chapman proposed creating an additional program.</p> |

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| | <p>“JEN Artist Ambassador” position for two ambassadors.</p> <ul style="list-style-type: none"> ● 1-year position ● Non-voting member ● Video promotion ● Multimedia JEN ambassador ● Set appearances ● Artist Ambassadors will receive membership, conference registration, and travel/housing for the conference <p>Require a Skype session in August and physical presence at the January conference.</p> <p>Todd Stoll made a motion to pay for the membership, conference registration, and travel/housing for expenses of two JEN Artist Ambassador to attend the conference. Greg Yasinitsky seconded the motion. The motion passed.</p> |
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11:00AM-11:45AM

CONFERENCE REPORT

LOU FISCHER, CONFERENCE COORDINATOR

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| DISCUSSION | <p>PART TWO: Change to Spouse/Domestic Partner Requirement</p> <p>•I recommend the Board consider approving a change to allow a Spouse/Domestic Partner Badge be changed to purchasable by any "registered" attendant. Currently it is established policy that Membership is required. The fact is we do sell Spouse/Domestic Partner badges on site to registered attendee that are performing/presenting that are not members of JEN.</p> <p>Mary Jo Papich made a motion to approve as proposed. Todd Stoll seconded the motion. The motion passed.</p> |
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11:45AM-12:00PM

CLOSING REMARKS

CALEB CHAPMAN, PRESIDENT

Meeting adjourned at 12:05pm

12:00PM-1:00PM

CONFERENCE WALK-THROUGH

LOU FISCHER, CONFERENCE COORDINATOR