August Board Meeting
August 9, 2017
Dallas, TX
9:00 AM – 5:00 PM CST

MINUTES

August Board Meeting
August 9, 2017
Dallas, TX
9:00 AM – 5:00 PM CST

Meeting called by
President, Caleb Chapman

Type of meeting
Bi-annual Board of Directors Meeting

Note taker
Interim Secretary, Mary Jo Papich

Timekeeper
Vice President, Bob Breithaupt

Attendees
President, Caleb Chapman; President-Elect, Todd Stoll; Immediate Past President, Bob Sinicrope; Vice President, Bob Breithaupt; Interim Secretary, Mary Jo Papich/Past President; Treasurer, Tim Fellow; Diane Chandler-Marshall, Lonnie Davis, Rick Drumm, Dan Flores, Sean Jones, Ashley Shabankareh, Julius Tolentino, Francisco Torres, Treb Winegar, Greg Yasintsky, and Managing Director, Sharon Burch.

Agenda

9:00-9:30 AM  JEN Regional Festivals  Caleb Chapman, President

The president shared his vision and plan of regional festivals which would consist of a Jazz Band festival room and a workshop/professional development room

Funding of JEN Regional Conferences –
1. Find university host at no cost
2. Charge a registration fee to attend and for the JF
3. Solicit artist support from affiliates
4. Allow exhibitors

Discussion
Timeline
1. First event in spring 2018 in east coast
2. Two events in 2019—CA and Europe?
3. Evaluate value and efficacy before deciding on 2020 events

Discussion ensued on the pros and cons.

*MOTION* Julius Tolentino moved that we try to produce a Regional Conference/Festival in early June.
Seconded by Greg Yasintsky.

Discussion ensued. Julius volunteered Newark Academy in New Jersey as the host site.

A final decision to proceed will be made by the board by Oct. 15.

Motion passed.

Action Items

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Person Responsible</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start planning first regional JEN festival/conference</td>
<td>Julius Tolentino/Caleb Chapman</td>
<td></td>
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</tbody>
</table>
9:30-9:45 AM  PERSONNEL COMMITTEE  RICK DRUMM, CHAIR

**DISCUSSION**

<table>
<thead>
<tr>
<th>Key Initiative #1 - Hire JEN Managing Director</th>
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<tr>
<td>Rick reported on the process and hiring of the general managing director, SHaron Burch. MJ shared that there were 30 applicants for the position and the Personnel committee read and ranked them all and interviewed the top candidates. Sharon Burch was offered the position June 28th.</td>
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<tr>
<th>Key Initiative #2 - Discuss topic of contracts</th>
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<tr>
<td>It was reported that our employees Conference Coordinator and General Managing Director prefer written contracts. Committee member Dan Flores will prepare the contracts.</td>
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<tr>
<th>Key Initiative #3 - Review JEN employee status - full-time employee and contract labor</th>
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<tr>
<td>Discussion on the departure of Larry Green and his years of work and dedication to JEN. Larry was thanked for his service in the August newsletter. Our conference coordinator will now handle the Exhibitor registration and assignments. Rick Drumm suggested we have an open mtg with all Exhibitors invited at the conference instead of the Exhibitors Advisory Council. The exhibitors should be notified that Larry Green is being replaced by the conference coordinator, Lou Fischer.</td>
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**ACTION ITEMS**

<table>
<thead>
<tr>
<th>Schedule an open mtg with Exhibitors at conference and inform the exhibitors that Larry Green is being replaced by conference coordinator.</th>
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<tbody>
<tr>
<td>Sharon Burch/Lou Fischer</td>
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</table>

9:45-10:15 AM  WOMEN/SISTERS IN JAZZ COMPETITION PER JB DYAS  CALES CHAPMAN, PRESIDENT

**DISCUSSION**

The general managing director presented on behalf of JB Dyas and Northcoast Brewing Company an offer to sponsor a women’s jazz combo competition and performance at JEN

Discussion ensued.

*MOTION*

Bob Breithaupt moved that we accept the offer from Northcoast Brewing Company for a Women/Sisters in Jazz program open to women age 18-30(?) starting in 2019. Seconded by MJ Papich

Motion passed.

**ACTION ITEMS**

<table>
<thead>
<tr>
<th>Inform JB Dyas and Northcoast Brewing Company that JEN BOD passed the proposal unanimously. Details to be worked out by the WIJ committee and JB Dyas and Northcoast</th>
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<tbody>
<tr>
<td>Sharon Burch JB Dyas</td>
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10:15-10:30 BREAK

Committee Reports Change- Rick Drumm suggested that the committee reports do NOT have mission statements as we all should focus on the one single JEN mission statement. All work should point back to the original mission statement.
**MANAGING DIRECTOR REPORT**

**SHARON BURCH, MANAGING DIRECTOR**

**DISCUSSION**

New managing director Sharon Burch gave an update on her work since July 1, 2017.

Sharon opened her presentation by warmly thanking the board for their confidence in her.

Sharon reported that we now have a Chicago mailing address:

Phone: 1-312-781-6299
Email: office@jazzednet.org
Post Mail: Jazz Education Network
1440 W. Taylor St #1135
Chicago IL 60607

Our phone now has a line specifically answers as “Jazz Education Network” and offers two lines for members to leave questions: one for conference related questions (Lou Fischer) and one for all other issues (Sharon).

**NEON CRM -** Sharon is spending many hours on developing
She wants to launch the new website Sept. 1
Met with EKR design team to assess exactly what is needed.
Thanks to Gene Perla who has served as our webmaster for many years as a volunteer. He has been a great asset to Sharon in the switchover.

She wants to spend more time on regional units and chapters and increasing membership.
Sharon gave a preview of the new website and answered questions from the board.
Many thanks to Tim Fellow, website chair, Caleb and Sharon who have spent many hours on the development of the new website.

**Staff communication weekly**
Presidential communication weekly
Monthly check in to the EC
Will do a twice yearly report to the full board of directors

**CONCLUSIONS**

**ACTION ITEMS**

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Launch the new website</td>
<td>Sharon Burch</td>
<td>Sept 1</td>
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**11:30AM-12:00PM**

**BY-LAWS PROPOSED AMENDMENTS**

**MARY JO PAPICH, INTERIM SECRETARY**

Past president/Interim Secretary MJ Papich presented the following amendments to the JEN By-Laws:

**“MOTION”** Mary Jo Papich made a motion, after consulting with past presidents Bob Sinicropo and Lou Fischer, to make the following BYLAW revisions:

**ARTICLE 1**
Name and Location
1.2 **change address** to read
"1440 W. Taylor St. #1135, Chicago, IL 60607"

**ARTICLE 3**
Membership
3.3 **Remove**. It is not applicable, we do not send out membership cards nor do we plan to.
3.5 Change the words “Affiliate Network Member” to “CHAPTER” member
ARTICLE 4
Board of Directors
4.2 Number and Election of Directors. Members of the Board of Directors, are elected by the membership.

(d) Directors shall hold office for a three (3) year term, to begin July 1 and end June 30, with approximately one-third of the Board being elected each year. Excluding the Advisory Council of Past Presidents and the 6 year Presidential track, and except as provided below, no voting Director may serve more than three (3) terms, consecutive or otherwise. Upon completion of three terms, consecutive or otherwise, a former Director may again be nominated and elected to the Board of Directors only after an absence of a minimum of 2 terms (6 years).

4.8 Regular Meetings
NEW items to consider adding-
(d) “An annual meeting, which shall be designated as the JENeral Session, will be held during the yearly conference. At that time reports shall be given concerning the state of affairs of Jazz Education Network.”
(e) “Voting by board members on items may take place in person, through electronic media or via phone contact if all can hear.”

5.4 Duties of the Officers
5.4(f)
Change ADVISORY BOARD of past presidents to COUNCIL of past presidents.

CONCLUSIONS
Discussion ensued.

MJ made the motion to accept the proposed changes to the current By-Laws
Bob Sinicrope Seconded it.
Motion Passed.

ACTION ITEMS
PERSON RESPONSIBLE
Deadline
Update the recommended changes in the by-laws online
Sharon Burch
Sept. 1

12:00-2:00 LUNCH MEETINGS

<table>
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<tr>
<th>LUNCH MEETINGS</th>
<th>PERSON RESPONSIBLE</th>
<th>PLACE</th>
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</table>
| Affiliate Festival SubCommittee
This group put together a process and possible tool kit components
To assemble for application to be an Affiliate Festival.
Post Bob’s info | Bob Breithaupt/MJ Papich | Hotel restaurant |
| Research Journal Ad hoc committee
Small group met and developed a list of questions to give to Sharon to ask Monika Herzig to be answered and then voted on via email by the BOD. | Todd Stoll/Sharon Burch/Monika Herzig |
| Rick Drumm suggested that we only work with one mission statement and that is the original one. Instead of committee mission statement the committee focus statement should relate to a strategic initiative. Make reference to the number of the strategic initiative number. | Committee chairs need to be notified by Sharon Burch. Board agreed to this. |
1:30-1:40

**Senior Discount for Conference Registration**

**MJ Papich, Past President/Interim Secretary**

- Mary Jo suggested offering a Senior Discount at the annual conference after hearing many comments about doing so. She consulted with conference manager, Lou Fischer, and he suggested price points for implementation in 2019.

**Conclusions**

*MOTION* Mary Jo Papich moved to offer a Senior Discount for the conference, starting 2019, as follows:

- 50% Advance Online
- 25% Onsite

Bob Sinicrope seconded it. Motion passed

<p>| Starts 2019 |</p>
<table>
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<tr>
<th>ACTION ITEMS</th>
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</thead>
<tbody>
<tr>
<td>Share with conference manager Lou Fischer</td>
<td>Mary Jo</td>
<td>Aug. 9</td>
</tr>
<tr>
<td>Inform Steve Nigohosian to inform membership for 2019</td>
<td>Sharon Burch</td>
<td>Summer 2018</td>
</tr>
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1:40pm-2:00pm

**Budget Vote**

**Tim Fellow, Treasurer**

**Discussion**

Treasurer Tim Fellow shared that the JEN budgeting process will be moved from the August to January board meetings, starting in January 2018. This will allow for budgeting further in advance of the start of each fiscal year. Tim confirmed that the budget does not reflect the possibility of a regional conference/festival in June 2018 and the budget would need be amended by the board if the decision is made to hold that event. A new set of books will be opened to simplify chart of accounts and accurately use the QuickBooks class system.

*MOTION* Ashley Shabankareh moved to approve the 2017-2018 budget as updated by the board during the Finance Committee report. Todd Stoll seconded.

**Conclusions**

*MOTION* Ashley Shabankareh moved to approve the 2017-2018 budget as updated by the board during the Finance Committee report. Todd Stoll seconded.

Todd Stoll seconded. Motion passed.

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<tr>
<th>ACTION ITEMS</th>
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<tbody>
<tr>
<td>Open new set of books</td>
<td>Tim Fellow</td>
<td>Sept. 1</td>
</tr>
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</table>

2:00-2:45pm

**Conference Report**

**Lou Fischer, Conference Coordinator**

**Discussion**

Lou Fischer available for details and Q & A.

**Conclusions**

Lou went over the Dallas 2018 conference schedule in detail and discussed costs.
Axxis Sound Company from Louisville agreed to extend one year. Lou entertains bids from various companies annually and works closely with HPN, Hospitality Performance Network. In looking ahead to the 2024 conference the following cities were considered: Indianapolis, Birmingham, New Orleans, San Diego, Seattle,

President Caleb Chapman thanked Dr. Lou for his outstanding exemplary work in producing the annual conference.

2019 RENO
2020 NOLA
2021 LOUISVILLE
2022 DALLAS
2023 RENO
2024 NOLA

*MOTION* Sean Jones moved that we have the conference in New Orleans in 2024. Francisco Torres seconded it.

Motion passed.

Past President/Submissions Manager Bob Sinicrope reported on conference submissions:

<table>
<thead>
<tr>
<th>Groups</th>
<th>Accepted</th>
<th>Acceptance Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>107 Pro groups/33 accepted</td>
<td>30.8%</td>
<td></td>
</tr>
<tr>
<td>69 School/33 accepted</td>
<td>47.8%</td>
<td></td>
</tr>
<tr>
<td>8 Community/ 5 accepted</td>
<td>62.3%</td>
<td></td>
</tr>
<tr>
<td>150 Clinics/104 accepted</td>
<td>69.3%</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 334 Submissions 175 Accepted 52.5% acceptance rate

Submissions overall were down from previous years. Discussion ensued on possibly doing a survey of applicants from two years ago to get a sense of WHY submission numbers were down. Sean Jones mentioned possibly doing applications on site at the conference for the following year. Dan Flores suggested getting a data analytics expert to draw from the data

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<tr>
<td>Hire data analytics expert to assist in interpreting stats on website</td>
<td>Dan Flores/Sharon Burch</td>
<td></td>
</tr>
</tbody>
</table>

2:45-3:00 BREAK

3:00PM-3:15PM TRAD JAZZ REPORT & CONGRATULATIONS DAVE ROBINSON, TRAD JAZZ CURRICULUM

**DISCUSSION** MJP introduced via speaker phone, Dave Robinson, project director of the Trad Jazz Curriculum Kit/NEA grant

**TRAD JAZZ CURRICULUM KIT – NEA GRANT $40,000 2013-2017**

Project Director, Dave Robinson, has completed a 4 yr TRAD JAZZ CURRICULUM KIT (DVD, online 23 lessons and teacher’s guide). 10,000 copies have been distributed in all 50 states and two territories. The NEA grant provided for 20 workshops around the country where a total of 664 students and teachers experienced trad jazz. Estimating 10 students using 10,000 kits and it tallies up to 100,000 experiencing Trad Jazz! This wonderful project supports JEN’s mission and now we have standard based tools for sustaining early jazz traditions, an area that was sorely missing. This project benefits ALL instrumental music educators, novices to pros. In addition, JEN collaborated with Trad Jazz Educators Network and NAfME. Kudos to Dave Robinson on his outstanding work.

**CONCLUSIONS**
**Action Items** | **Person Responsible** | **Deadline**
---|---|---
Be sure in the website upgrade that the URL stays the same | Sharon Burch | Sept. 1

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### 3:30PM-4:00PM

**JEN Artist Ambassador**

Kirk Whalum called in via speakerphone

Shared some thoughts on the importance of keeping diversity front and center in JEN.

Ashley Shabankareh read the Preservation Hall statement on the use of the word "Dixieland."

- Caleb shared the responsibilities of the new position -JEN Artist Ambassador -
  - Monthly social media post
  - Serve on President’s advisory council
  - Attend full conference
  - A designated VIP at the President’s Reception
  - Perform at the conference
  - Film PSA for JEN while at the conference
  - Feature in print advertising for JEN - Why JEN is awesome!

Kirk agreed that these were good descriptors and agreed to be our Artist Ambassador this year.

Sean mentioned using ??? who worked with Chamber Music America. Rodney Whitaker will be joining the board and he is a diversity expert from Michigan State.

Our current Strategic Plan

**Diversity Statement** -

Here are the suggested {edits} by board member Ashley Shabankareh

"JEN is a diverse community where inquiry, exploration and innovation are nurtured and encouraged to grow through education. {JEN has a commitment to diversity in all staff, performers/clinicians, board of directors, volunteers and audiences, including full participation in programs and decision making. We embrace cross cultural diversity and} we welcome and respect backgrounds that reflect a love and passion for jazz and reflect the diversity of the world."

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**Question posed by Bob Breithaupt** -

**Conclusions**

Kirk Whalum via speakerphone, about Diversity commitment.

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### OTHER----

**Action Items** | **Person Responsible** | **Deadline**
---|---|---
Motion to approve all committee reports as presented | MJ Papich | E-vote
Remembering the fine work of Dr. Warrick Carter's, first president Mary Jo Papich shared memories of the assistance and support of Dr. Carter in the startup of JEN.

4:00PM MEETING ADJOURNED