



# MINUTES

## Board Meeting

August 8, 2018

9:00 AM – 3:00 PM EST

Meeting called by President, Todd Stoll

**Attendees:** Immediate Past President, Caleb Chapman; Vice President, Bob Breithaupt; Treasurer, Tim Fellow; Secretary, Lonnie Davis; Diane Chandler-Marshall, Roxy Coss, Doug DuBoff, Mary Jo Papich, Dustin Rohrer, Ashley Shabankareh, Julius Tolentino, Francisco Torres, Pharez Whitted, Treb Winegar, Greg Yasinitsky, Managing Director, Sharon Burch

**Absent:** President Elect, Sean Jones

## Agenda

9:40-10:00PM

DIVERSITY & INCLUSION COMMITTEE REPORT

Ashley Shabankareh

<b>DISCUSSION</b>	<p>Board member Ashley Shabankareh presents shares membership demographic information with the JEN Board. Some questions/data included:</p> <p>What do we know about our members?</p> <ul style="list-style-type: none"> <li>- More than half of our membership has not responded to survey.</li> <li>- Majority of our members are male.</li> <li>- Majority of our members are White.</li> </ul> <p>What don't we know about our members?</p> <ul style="list-style-type: none"> <li>- Are the self trained?</li> <li>- Musical instruments played?</li> <li>- Sexual orientation or marital status?</li> <li>- Where are they from?</li> </ul> <p><b>RECOMMENDATIONS</b></p> <p>Gender field should be updated from 2 choices to 5:</p> <ul style="list-style-type: none"> <li>- Male, female, non-binary/third Gender, preferred to self-describe/other, not disclose</li> </ul> <p>Race and Ethnicity</p> <ul style="list-style-type: none"> <li>- Expand and use 2010 census racial categories; will tweek categories for more inclusion</li> </ul> <p>Age (skewed data)</p> <ul style="list-style-type: none"> <li>- Below 19- 30%</li> <li>- 20-29 - 20.7%</li> <li>- 30-39 - 13.5%</li> <li>- 40-49 - 9.6%</li> <li>- 50-59 - 10.6%</li> <li>- Other</li> </ul> <p>Takeaways:</p> <p>We must get a more clear picture of our membership.</p> <p>We should provide access to more diverse group of individuals.</p> <p>We still have a lot to learn.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Create a comprehensive diversity and inclusion strategy.		

10:00-11:55 AM

**BREAKOUT SESSION REPORTS & ACTION PLANS Ashley Shabankareh, Caleb Chapman, Todd Stoll, President**

<b>DISCUSSION</b>	<p><b>Diversity and Inclusion Breakout</b></p> <ol style="list-style-type: none"> <li>1. Title 1 school jazz bands identified and invite to JEN, JJF</li> <li>2. Professional musicians, sliding scale musician membership/ or scholarships for, conference registration. (How do we execute this? Raise money for this area)</li> <li>3. Showcase diverse Board representation, and committees</li> <li>4. Empower area Units and Chapters to engage and build membership</li> <li>5. JEN have a presence at regional Festivals to connect with local communities</li> <li>6. Add value and relevance for average adult paying members; more benefits beyond charts, etc.</li> <li>7. Engage donors to get support for economically disadvantaged student groups.</li> </ol> <p><b>Area Units &amp; Chapters- Caleb Chapman</b></p> <p>Why be a member of JEN? Because of the networking; the hang. Area/State Units can help build membership.</p> <ol style="list-style-type: none"> <li>1. Boots on the ground in area units to make calls and build membership</li> <li>2. Create monthly(?) hang in each unit area.</li> <li>3. Need Individual memberships - 30 new members from 30 area units - 500 new members needed by the end of the year (1200 - 1400 members)</li> </ol> <p>Next steps:</p> <ol style="list-style-type: none"> <li>1. Create manual for area units (deadline,</li> <li>2. Sales script created</li> <li>3. Picking up the phone and make calls (Get Sharon hired help to make calls.)</li> <li>4. Create area leadership</li> </ol> <p><b>Collaborations - Todd Stoll, President</b></p> <ol style="list-style-type: none"> <li>1. Will report back regarding NAFME</li> <li>2. Why join JEN? Postcards/one-sheet for distribution</li> <li>3. Reach out to Midwest and host in Mary Jo's honor. Recruit members at the Midwest Festival (Dec. 20th).</li> <li>4. Need JEN app- engagement members and non-members</li> <li>5. Bring former IAJE Units back into the fold. Engage and convert to JEN unit, or affiliate membership. *Bob Breithaupt will help launch pilot in Ohio. Will consider a few free conference registrations as incentive for leaderships.</li> <li>6. Collegiate advisory Board (College music professor.) Ask them to host collegiate chapter. At New Orleans conference, meet with Junior Board. Should have free conference registration.</li> </ol>		
	<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

11:66-12:10 PM

**YOUNG COMPOSERS SHOWCASE REPORT**

**Dave Fodor, Coordinator**

<b>DISCUSSION</b>	<p><b>Committee has outline 3 key Initiatives:</b></p> <p><b>1. Increase submissions for the YCS.</b></p> <p><b>Ongoing Action Steps:</b></p>
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	<p>-Increased participation in the Young Composer Showcase is an ongoing goal for the project.</p> <ul style="list-style-type: none"> <li>- Maintain and grow the email list for soliciting entries.</li> <li>-Work with the JENerations Festival to solicit participation by HS students.</li> <li>-Work with video producers to create inspiring and informational videos for use in social media awareness.</li> </ul> <p><b>2. Expand the YCS to include a Noteflight web site group and annual event hosted on the Noteflight website.</b></p> <p>Ongoing Action Steps:</p> <ul style="list-style-type: none"> <li>- We have held discussions with the leadership at Noteflight, and they are ready for us to offer a proposal for an event on their website.</li> <li>-A JEN Noteflight Group was created on the Noteflight web page.</li> <li>-The Committee must now design a plan for how to best use this online resource to promote student composition and raise awareness of JEN to this new audience.</li> </ul> <p><b>3. Develop web site content related to and helpful for student composers.</b></p> <p>Ongoing Action Steps:</p> <ul style="list-style-type: none"> <li>-I helped to oversee and edit the YCS web page as it was ported over into Wordpress.</li> <li>-The committee discussed possible new content to be considered for this page.</li> <li>-Next steps include prioritizing, creating, and adding new content to the page</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**12:10- 1:05 PM - LUNCH BREAK**

**1:05 - 1:25 PM Board Member Introductions**

**1:27- 2:00 PM**

**FY19 BUDGET VOTE**

**Todd Stoll, President**

<b>DISCUSSION</b>	<p><b>MOTION:</b> Caleb makes a motion to provide monthly membership billing option at \$7 and \$3 for Chapter membership dues with a secondary option to pay annual fee, with all options auto renew. Ashley Shabankareh seconds Motion passed.</p> <p><b>MOTION:</b> Tom Fellows makes a motion to accept the FY19 Annual Budget Bob Breithaupt seconds Motion passed.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

2:01-2:45 PM

CONFERENCE REPORT

Dr. Lou Fischer, Conference Coordinator

<b>DISCUSSION</b>	<p>Conference Coordinator Dr. Lou Fischer presents Conference Report to the JEN Board of Directors.</p> <p>2019 RENO Conference Schedule Outline                  FAQ? For Conference                  Galt Hotel renovations, Louisville, KY                  Average of 135,000 sq/ft of space used each year.</p> <p><b>Next 5 years, JEN Conventions will present in:</b>                  2020- New Orleans, LA                  2021- Louisville, KY                  2022-Dallas, TX                  2023 - RENO, NV                  2024 - New Orleans, LA                  2025- Atlanta, GA (ideal, contract in progress)                  2026- Louisville, KY (ideal, contract in progress)                  (both locations for 2025 &amp; 2026 are contingent on contract negotiations)</p> <p><b>MOTION:</b>                  Bob Breithaupt makes a motion for JEN Conference to be presented in Atlanta, GA in 2025                  Francisco seconds                  Motion passed.</p> <p><b>MOTION:</b>                  Pharez Whitted makes a motion to present JEN Conference in Louisville, KY in 2026 (contingent on contract negotiations).                  Diane Chandler-Marshall seconds.                  Motion passed.</p> <p>Current Submission Process- Applications</p> <ul style="list-style-type: none"> <li>- Blind audition process for Performances</li> <li>- Six review team members in each category</li> <li>- Diversity is considered in final stage of selection/scheduling process</li> <li>- Application scoring grid, categories (Diversity is considered in selection process)</li> <li>- Committee Members</li> </ul> <p>Conference Application Online - presented by Sharon Burch                  Survey form via NEON                  Tedious manual process done by Sharon, Lou Fischer and Bob Sinicrope</p> <p>Proposed Solution: CadmiumCD app (Lou/Sharon)</p> <p><b>MOTION:</b>                  Ashley Shabankareh motions to accept CadmiumCD app as software for the JEN conference moving forward.                  Julius Tolentino seconds                  Motion passed.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

3:00 PM

Meeting Adjourned

President Todd Stoll