



MINUTES

Board Meeting

January 4, 2022

9:00 AM – 5:00 PM CST

Online Meeting called by President, Sean Jones

Attendees: President, Sean Jones; President Elect, Lonnie Davis (remote); Immediate Past President, Todd Stoll; Vice President, Ashley Shabankareh; Treasurer, Dustin Rohrer; Secretary, David Kauffman (remote); Ayn Inserto (remote), Roxy Coss (remote), Bob Breithaupt, Doug DuBoff, Johnaye Kendrick, José Diaz, Laura Gentry, Mary Jo Papich, Pharez

Whitted, Tim Fellow, Triniece Robinson Martin, Tia Fuller, Sharon Burch, Managing Director; Jesse Nolan, Membership Manager; Dan Flores, Legal Counsel (remote); Kelly Carson, Administrative Assistant

Absent:

AGENDA

9:00-9:21AM

PRESIDENT'S WELCOME

SEAN JONES
PRESIDENT

DISCUSSION	<ul style="list-style-type: none"> President's welcome <p>MOTION: approve August board meeting minutes. https://docs.google.com/document/d/1pSIQihf_fANRCvxJ7uAaDz3YEhYmta62iNsJvyLa7ro/edit?usp=sharing Motedioned By Ashley Shabankareh seconded by Todd Stoll Motion passed.</p>		
		PERSON RESPONSIBLE	DEADLINE

9:21AM-9:55AM

MANAGING DIRECTOR'S REPORT

SHARON BURCH
MANAGING DIRECTOR

DISCUSSION	<p>Overall goals for the meeting:</p> <ul style="list-style-type: none"> Conference update Financial update Membership update Development update Strategic Plan Review & Assess progress Committee updates Conference schedule and volunteer signup Next action steps
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CONFERENCE UPDATE

- In-person conference in Dallas, Texas
- A COVID outbreak is impacting participation and attendance
- Dealing with cancellations as they come in.
- 54 JJF Ensembles registered (1 Title 19 school slot filled)
 - School-mandated cancellations happening now due to COVID

Vaccination policy - Covid-testing policy - We have made all of this information available on our COVID-19 webpage.

1. Only receive badge if vaccinated or a recent covid test
2. On-site covid testing or local pharmacy
3. **Test positive?** Quarantine. Not permitted to attend the conference if test positive or arrive without proof of a negative covid test.
4. Badge

What's the mask policy?

1. Wearing a mask required if not performing or presenting in any JEN space - clinic session, performance, or exhibit hall.
2. We have purchased 10,000 masks in order to help folks adhere to our health and safety standards for the conference. These are available at no charge.
3. Exhibit Hall exception: Individual vendors choose whether to allow testing instruments or not in their exhibit booth. (Masks required if not testing an instrument.)

The conference is in full swing, and we are receiving cancellations due to COVID. We're dealing with those as they come. We also have other groups that want to come to the conference and are enrolling at the last minute. We are accommodating as best as possible. The same is with some exhibitors, also.

Todd suggested that we have 2-3 talking points with regard to upholding the masking policy of the conference.

- Thank folks for being here and being cooperative by wearing masks
- We have put the policy in place for your protection (these talking points are in the presider guidelines pdf)
- We have the right to enforce the policy in our JEN-designated spaces in the hotel
- Presiders will be sending out the message to mask up at the beginning of each session

The board was in agreement about the mask policy.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

9:55AM-10:32AM

FINANCE COMMITTEE REPORT

DUSTIN ROHRER
TREASURER

<p>DISCUSSION</p>	<p>JEN was awarded the SVOG grant in September. We also received an NEA grant, and are getting other revenue sources through development. JEN recognizes the need for grants, sponsors, and development work to continue to sustain growth and enable continued expansion.</p> <p>With the grants and sponsorships we're in a better position, even though revenue from the conference is down. Grants will give us the financial room to assess our direction for the future.</p> <p>The board will be continually looking for ways to increase our fundraising in meaningful and effective ways.</p>
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	<p>YTD, we are 56% over budgeted direct contributions. We still have about 15k to go to meet our full FY budget.</p> <p>Due to the spike in covid outbreaks the weeks before the conference, conference revenue for Dallas compared to Reno and others is about \$20k below Reno and approx 100k below New Orleans.</p> <p>Detailed financial information is available in Govenda.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

10:30AM - 10:45AM BREAK

10:45AM - 11:39AM

MEMBERSHIP/ MARKETING REPORT

JESSE NOLAN
MEMBERSHIP MANAGER

DISCUSSION	Membership discussions tied to conference registration.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

11:40AM - 11:43AM

QWEST TV EDU OPPORTUNITY

SHARON BURCH
MANAGING DIRECTOR

DISCUSSION	<p>QWEST TV EDU is interested in working with JEN to increase content and exposure to QWEST and what it has to offer. JEN would create a JEN playlist on Qwest TV EDU, and, thus, introduce JEN to QWEST subscribers. It would look like Netflix, only consisting of playlists. The JEN Jazz playlist would be 10 episodes, 13 interview questions per each episode. We're using the conference to film the interviews. The playlist will be JEN branded and link to our website.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

11:43AM - 11:45AM

SCHOLARSHIPS & AWARDS PROGRAM REPORT

SHARON BURCH
MANAGING DIRECTOR

DISCUSSION	<p>SCHOLARSHIPS - New Scholarship Timeline</p> <ul style="list-style-type: none"> - January 1 - March 31 Applications open - April - Review applications/ select - May 1 - Notify applicants - New Scholarship - Yamaha Jim Widner Scholarship \$1,000 <ul style="list-style-type: none"> • Created and funded by the Yamaha Corporation in memory of Jim Widner, Founding member and legendary jazz educator. 	
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	<p>- New Scholarship - The Dave Brubeck Composer and Pianist Scholarship \$1,000</p> <ul style="list-style-type: none"> Created and funded by the Brubeck Living Legacy Foundation <p>Scholarship Award Package A collegiate-level student in the field of jazz with a focus on composition and/or piano will receive the following:</p> <ul style="list-style-type: none"> \$1000 financial scholarship awarded in May. <ol style="list-style-type: none"> The book, "Dave Brubeck: A Life in Time," by Philip Clark A collection of Dave Brubeck recordings Registration for the next Jazz Education Network (JEN) conference in January. Designated mentor throughout the January conference. \$ 250 per diem for meals throughout the conference. Cash provided to the scholarship recipient upon arrival at the conference. 4 nights hotel lodging during the conference reserved by the Jazz Education Network. Roundtrip flight + taxi/car pickup to/from airport arranged by the Jazz Education Network. One-year full individual Jazz Education Network membership. <ul style="list-style-type: none"> \$4000 paid by the Brubeck Living Legacy annually to fund the scholarship package and costs to administer <p>-Deborah Landon Scholarship will be launched in January 2023</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

11:45AM - 11:50AM

2022 PROGRAMS & AWARDS

SHARON BURCH
MANAGING DIRECTOR

DISCUSSION	<p>AWARDS</p> <ul style="list-style-type: none"> - LeJEND of Jazz Education Award - Joseph Jennings - LeJEND of Latin Jazz - Ignacio Berrao - Ellis Marsalis, Jr, Educator of the Year Award - Joseph Jefferson - JEN/Berklee: John LaPorta Award update - Roosevelt Griffin III - African American Jazz Caucus Award - Dr. Roxanne Stevenson <p>Beginning in 2022, above awards will be selected via a membership nominating process and selection committee.</p> <p>2022 SISTERS IN JAZZ 2022 Sisters in Jazz Director - Allison Miller 2022 Sisters in Jazz Selectees</p> <ul style="list-style-type: none"> Carmen Murray - Drumset Stephanie Tateiwa - Sax Summer Camargo - Trumpet Yeeun Kim - Piano Molly Redfield - Bass
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	2022 YOUNG COMPOSERS SHOWCASE <ul style="list-style-type: none"> ● Clint Bleil ● Kate Hamann ● Stephen Harvey ● Josh Karas ● Gary Wang ● Skylar Tang 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

11:55AM - 1:30PM LUNCH BREAK

1:45pm - 2:58PM

STRATEGIC PLAN

**SHARON BURCH
MANAGING DIRECTOR**

DISCUSSION	<p>Strategic Plan review</p> <p>Objective #1: Promote JEN Educational Programs</p> <ul style="list-style-type: none"> ● Mostly supported by the staff. ● Working with the committee chairs to assume more responsibility for program execution. ● Research committee is does and excellent job with assuming responsibility for their program <p>A point person is needed to help spearhead the development work.</p> <p>Objective #2: Expand Area Networks and Educational Units</p> <ul style="list-style-type: none"> ● Area Network = whatever the geographic location a JEN member resides, the member is part of the geographically named area network. ● Chapters are organized groups with a designated chapter organizer. <p>Objective #3: Present the Annual JEN Conference</p> <ul style="list-style-type: none"> ● Staff will assess timelines, systems and processes, and adjust as needed, if needed. <p>STRATEGIC OBJ #2</p> <p>#1 Working well #2 was talked about earlier</p> <p>STRATEGIC OBJ #3</p> <p>Some initiatives have been introduced</p> <ul style="list-style-type: none"> ● There are things we can be doing to bring in a larger membership ● Is there a DEI track? ● We can start by creating certain tracks within our organization, wherever it makes sense ● Thinking further out, think about what community engagement looks like, long term. ● From the Summer Institute, we found that there are things educators are dealing with and don't have the tools to deal with. How do we help them deal with these things? If we can provide something within the DEI track, we can provide guidance there. <p>Discussion: Development will be having a meeting by Feb. 1, to discuss what we want for the conference, in terms of DEI. Volunteers needed. Laura Gentry, Todd Stoll, and others volunteered.</p> <p>3.4 DEVELOP STANDARDS FOR MEASURING PROGRESS</p>
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	<p>Discussion: It would be good to establish 1 or 2 important things to focus on.</p> <p>STRATEGIC OBJ. #4</p> <p>4.1: We will assess this after the conference.</p> <p>4.2: Are we ok in our nomination process? The rubrics accompanying the document should be reviewed annually.</p> <p>4.3: We have been very effective in gathering information. Every time we do a webinar or a person joins JEN, they fill out a demographic form and submit it. The info is available for anyone to review.</p> <p>STRATEGIC OBJ #5</p> <p>5.1: We are in a good place financially. Shout out to the EC and the Financial committee for the progress and streamlining.</p> <p>5.2: Working well</p> <p>5.3: Working well</p> <p>Further Discussion needed on endowment funds and scholarships: where are the places where we feel like an endowment is worth the work. Talking points about endowments are needed sooner than later as these opportunities are happening more and more.</p> <p>It was agreed that we need additional online meetings throughout the year, with a specific focus on certain items per meeting..</p> <p>MOTION: moved to have three to four meetings per year. Motion by Tim Fellow Seconded by Laura Gentry</p> <p>5.4: Doing well. We will get more formal about regular committee meetings. Feb. 1 should be a universal report-back date.</p> <p>5.5: We've done really well at receiving benefits from government funding sources. We are ahead of our schedule. It's worth noting that the end of the year was a roller coaster. In the spring, we will need all hands on deck with regard to board fundraising. This way, we're spreading out the job, rather than relying on a small group of individuals.</p> <p>A video of "this is who we are" is in the works.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

3:00PM - 3:30PM BREAK

3:30PM - 5:00PM

CONFERENCE BOARD SCHEDULE & VOLUNTEERING

SHARON BURCH
MANAGING DIRECTOR

DISCUSSION	The board filled in their scheduling conflicts/availability on the JEN conference spreadsheet.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

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JANUARY - AUGUST 2022 OVERVIEW

**SHARON BURCH
MANAGING DIRECTOR**

DISCUSSION	<p>JANUARY 2022</p> <ul style="list-style-type: none"> ● Host annual conference in Dallas ● JEN office closed the week following the conference ● Review and assess financial impact ● Review and assess operations ● Scholarship application window open <p>FEBRUARY 2022</p> <ul style="list-style-type: none"> ● 2023 Conference planning and production work ● Online event programming per NEA grant ● Scholarship application window open <p>MARCH 2022</p> <ul style="list-style-type: none"> ● Host a How to Apply online event ● Scholarship application window open <p>APRIL 2022</p> <ul style="list-style-type: none"> ● 2023 Conference submission process open (subject to change) ● Online event programming per NEA grant ● 2022 Scholarship application review process ● Spring Fundraising Campaign in April or May <p>MAY 2022</p> <ul style="list-style-type: none"> ● 2023 Conference submission review process ● Online event programming per NEA grant ● 2022 Scholarships selected, recipients notified and announced ● Spring Fundraising Campaign in April or May <p>JUNE 2022</p> <ul style="list-style-type: none"> ● 2023 Conference submission review process completed ● 2023 Conference preliminary scheduling ● Online event programming per NEA grant ● Committee meetings on Zoom <p>JULY 2022</p> <ul style="list-style-type: none"> ● 2023 Conference performer/presenter invitations sent ● Online event programming per NEA grant - Summer Institute ● Committee meetings on Zoom ● FY22 Financials completed <p>AUGUST 2022</p> <ul style="list-style-type: none"> ● Launch 2023 Conference schedule and marketing ● Summer Board Meeting on Zoom - <i>(Date to be determined)</i>
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January 4, 2022

	<ul style="list-style-type: none">● Host an Annual JENeral Meeting in August 2022 on Zoom.<ul style="list-style-type: none">○ All members are invited to attend online.○ Recording will be available on our membership site.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**Motion to adjourn meeting, moved by David Kauffman
Seconded by Trineice Martin-Robinson**

**Motion Passed
Meeting adjourned at 4:08 PM EST**