MINUTES

Board Meeting

June 20, 2026

Time 10:00 a.m. EDT - Noon EDT

Attendees:
BOARD MEMBERS: **José Diaz**, President; **David Kauffman**, President-Elect; **Bethany Robinson,** Secretary; **Dr. Trineice Robinson-Martin**, Vice President; **Laura Gentry**, Treasurer; **Lonnie Davis**, Immediate Past President; **Allison Miller; Ashley Shabankareh; Ayn Inserto; Tia Fuller; Roosevelt Griffin; Randal Rosman; Pharez Whitted; Mary Jo Papich**; **Brian Tuczynski**, Legal Counsel;

STAFF: **Dr. Lou Fischer**, Chief of Staff; Kelly Carson, Director of Operations & Membership; **Jesse Nolan**, Director of Development, Marketing & Technology

Absent: Todd Stoll

7:30 PM-Finish time	**President's Welcome**	**José Diaz President**

Discussion	President José Diaz called the meeting to order. The Board reviewed the previously distributed minutes from the August 2025 meeting and the January 6 and January 7, 2026 meetings. **Motion** Ashley Shabankareh moved to approve the August 2025 and January 6–7, 2026 meeting minutes as presented. Roosevelt Griffin seconded the motion. **Motion passed.**

Action items	Person responsible	Deadline

Start Time-Finish Time	**Election of 2026-27 Officers**	**José Diaz President**

Discussion	The Nominating Committee presented the proposed slate of officers for the 2026–2027 leadership year:

	• David Kauffman, President • Bethany Robinson, Vice President • Dr. Trineice Robinson-Martin, President-Elect • José Diaz, Immediate Past President • Allison Miller, Secretary • Laura Gentry, Treasurer **Motion** Randal Rosman moved to approve the proposed slate of officers. Ashley Shabankareh seconded the motion. **Motion passed.** The officers' terms will begin July 1, 2026.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

START TIME-FINISH TIME — APPOINTMENT OF ADONIS ROSE TO BOD — JOSEÉ DIAZ PRESIDENT

DISCUSSION	The Nominating Committee and Executive Committee recommended appointing Adonis Rose to complete the remaining year of Doug Beach's Board term. President Diaz emphasized the importance of maintaining meaningful representation and connections within the New Orleans community. The Board discussed the possibility of permanently designating a Board seat for a representative from New Orleans. Legal counsel advised that such a designation would require an amendment to the bylaws. The Board agreed to address that possibility separately and limit the present action to filling the remainder of Doug Beach's term. **Motion** Laura Gentry moved to appoint Adonis Rose to complete the remaining year of Doug Beach's Board term. David Kauffman seconded the motion. **Motion passed.**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update the Board roster and related materials to include Adonis Rose	Kelly Carson	ASAP
Consider whether a permanent New Orleans Board seat should be incorporated into the bylaws	EC and Legal Counsel	Future meeting

Start Time-Finish Time	Board Membership and new Board member Onboarding	David Kauffman President Elect

Discussion	The Board recognized incoming members Alan Baylock and Steven Bulmer, along with Adonis Rose. Bob Sinicrope was selected by the Advisory Council of Past Presidents to serve as its representative on the Board. Tia Fuller will begin another term. David Kauffman reviewed the updated onboarding materials, including a condensed statement of Board responsibilities, the bylaws, conflict-of-interest policy, staff organizational chart, strategic plan, and Board contact information. David Kauffman and Kelly Carson will meet with the incoming Board members during July to review expectations and ensure consistency between Board and staff responsibilities. Brian Tuczynski advised that the conflict-of-interest policy requires additional revisions to clarify whether certain decisions rest with the Executive Committee or the full Board. Board members will be asked to sign the policy after the revisions are completed, including those who have already signed the current version.

Action items	Person responsible	Deadline
Conduct onboarding meetings with incoming Board members	David Kauffman, Kelly Carson	July 2026
Update Board contact information and onboarding materials	Kelly Carson	July 2026
Finalize revisions to the conflict-of-interest policy	David Kauffman, Brian Tuczynski	TBD
Redistribute the finalized policy for signatures	Kelly Carson	Following legal review

Start Time-Finish Time	Chief of Staff Report	Dr. Lou fischer Chief of Staff/Director of Conference

Discussion	Dr. Fischer highlighted the staff’s work to improve organizational efficiency and documentation. Staff created a centralized technology-platform register and identified approximately seven duplicate or unused accounts. These accounts were consolidated, canceled, or otherwise corrected, resulting in cost savings and account credits. Current bookkeeper Sharon Brch has notified JEN that she intends to conclude her service because of increased demands from her own business. Staff is interviewing a recommended Chicago-based candidate with nonprofit accounting experience. A Chicago-area bookkeeper would also be familiar with local filing requirements and help resolve administrative issues related to JEN’s Chicago corporate address. The audit process was progressing efficiently, with staff supplying the initial requested documentation in one working session.

Action items	Person responsible	Deadline
Interview the prospective bookkeeper and determine next steps	Dr. Lou Fischer, Kelly Carson	Following week
Continue responding to audit documentation requests	JEN Staff	Ongoing

Start Time-Finish Time	2027 Conference Report	Dr. Lou Fischer Chief of Staff/Director of Conference

Discussion	The JENerations Jazz Festival had 62 ensembles registered and was approaching its capacity of 72 ensembles. Because cancellations typically occur in the fall, additional applicants will be placed on a waitlist after capacity is reached. Space remained for approximately two additional big bands. Dr. Fischer and Kelly Carson reported that the renovated Galt House offers substantially improved facilities and sufficient space to accommodate most conference participants. Board members should plan to arrive in Louisville on Monday, January 4, 2027, and depart Sunday, January 10. Board meetings will be held Tuesday and Wednesday, followed by the conference Wednesday through Saturday. The dates in the written conference report will be corrected. The Board discussed replacing or reconfiguring the Sunday celebratory breakfast, which costs approximately $1,500 and has experienced declining attendance. Options included applying those resources toward an off-site Board dinner or another gathering. Because of food-and-beverage commitments and the higher cost of a catered dinner, Dr. Fischer, José Diaz, and David Kauffman will develop a specific recommendation for the August meeting.

Action items	Person responsible	Deadline
Correct the Board meeting dates in the conference report	Dr. Lou Fischer	ASAP
Develop a recommendation for the Board dinner or alternative gathering	Dr. Lou Fischer, José Diaz, and David Kauffman	August 2026 meeting
Provide feedback regarding an acceptable per-person cost	Board members	Before next board meeting

Start Time-Finish Time	Louisville Community Partnership Proposal	David Kauffman President Elect

Discussion	David Kauffman presented an exploratory partnership opportunity with the NuLu Tasting Room and Whiskey Thief Distilling Company. Potential elements included cross-promotion of local jazz performances and a private-label commemorative bourbon that could generate revenue for JEN. Board members discussed the potential benefit of connecting the conference with Louisville's jazz and bourbon communities. They also raised significant concerns about associating an educational organization with alcohol, promoting alcohol to JEN audiences, ensuring that marketing would not reach individuals under age 21, complying with restrictions on licensed mailing lists, protecting JEN's reputation, and managing the financial risk of purchasing a barrel. Allison Miller and Pharez Whitted expressed opposition to JEN promoting an alcohol product. Other members indicated that they might support further exploration if the initiative were narrowly targeted,

	legally compliant, separated from youth programming, and presented as a limited fundraising opportunity. No formal action was taken. Leadership received sufficient feedback to determine whether the proposal should be revised or discontinued.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Evaluate the legal, marketing, reputational, and financial concerns raised by the Board	David Kauffman and Staff	Before any proposal returns to the Board
Determine whether the partnership should be revised, further explored, or tabled	Leadership	TBD

START TIME-FINISH TIME **DOUG DUBOFF COMPOSER FUND** **JOSE DIAZ**
PRESIDENT

DISCUSSION	President Diaz requested volunteers to develop the purpose, structure, restrictions, and long-term administration of the Doug Beach Composer Fund. Questions to be addressed include whether the fund should operate as an endowment or separate restricted fund and how it can provide sustainable support for composition and arranging initiatives. Randal Rosman and Jesse Nolan agreed to participate. Ayn Inserto was also identified as an appropriate committee member because of her work in composition and arranging. Jesse Nolan reported that the fund had raised approximately **$7,641** following the initial email and social media announcement.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Establish the Doug Beach Composer Fund committee	José Diaz	ASAP
Develop recommendations for the fund's structure, restrictions, and use	Fund committee	TBD
Invite additional interested volunteers to participate	José Diaz	Ongoing

START TIME-FINISH TIME **TREASURER'S REPORT** **LAURA GENTRY**
TREASURER

DISCUSSION	For the fiscal year ending March 31, 2026: ● Total revenue was approximately **$176,000 favorable to budget**. ● Event revenue was approximately **$119,000 favorable to budget**. ● Membership dues were approximately on budget. ● Total expenditures were approximately **$19,000 unfavorable to budget**. ● Event production and event-related software expenses exceeded budget.

	● Overall year-end results were approximately **$163,000 favorable to budget**. ● Year-end cash totaled approximately **$582,607**, representing approximately **9.2 months of operating cash**. For the first two months of the current fiscal year, through May 31, 2026: ● Revenue was approximately **$26,000 favorable to budget**. ● Expenditures were approximately **$50,000 favorable to budget**. ● Overall results were approximately **$41,000 favorable to budget**. The 2025 audit was completed with a favorable opinion and no notes or exceptions. Board members were asked to review the financial reports and supporting materials in Govenda and submit questions directly to Laura.

Action items	Person responsible	Deadline
Upload the completed audit report to Govenda	Kelly Carson	ASAP
Review the financial reports and send questions to the Treasurer	Board members	Before next meeting

Program & Committee Reports

Start Time-Finish Time	Membership & Development Reports	Presenter Position

Discussion	Because of time constraints, the membership and development/marketing reports were not presented verbally. The reports were available with the meeting materials in Govenda. Board members were asked to review the reports and direct questions to Kelly Carson regarding membership or Jesse Nolan regarding development and marketing.

Action items	Person responsible	Deadline

Start Time-Finish Time	Sisters in Jazz Report	Allison Miller SIJ Coordinator

Discussion	Allison Miller will work alongside Ellen Rowe during the 2027 program cycle to learn the Sisters in Jazz processes and facilitate a smooth transition. Allison is expected to assume leadership of the program after the 2027 conference.

	A short list of possible directors for the 2027 ensemble had been developed, but no invitation had yet been issued. The Board clarified that no changes have been made to JEN's current travel-support practices for Sisters in Jazz, Young Composers Showcase participants, or award recipients. JEN will continue covering those expenses under the existing policy while longer-term funding solutions are explored.

Action items	Person responsible	Deadline
Continue the Sisters in Jazz leadership transition	Allison Miller, Ellen Rowe	Through the 2027 conference
Select and invite the 2027 Sisters in Jazz director	SIJ coordinators	ASAP
Explore sustainable funding for participant travel	Leadership and Development staff	Ongoing

Start Time-Finish Time

JENerations Jazz Festival Committee Report

PDF in Agenda

Discussion	JJF registration was approximately 80% full as of June 10. In the fall, the committee will contact registrants who expressed interest in serving as JJF music mentors.

Action items	Person responsible	Deadline

Start Time-Finish Time

YCS & Commissioned Charts Report

Ayn Inserto
Associate Coordinator

Discussion	YCS applications remained strong, and the detailed written report was provided with the Board materials. The 2027 commissioned-composer slate is composed entirely of women.

Action items	Person responsible	Deadline

Start Time-Finish Time | **Research Committee Report** | **PDF in Agenda**

Discussion	The written Research Committee report was provided with the meeting materials. Board members were asked to review the report and submit any questions

Action items	Person responsible	Deadline

Start Time-Finish Time | **Education Committee Report** | **Bethany Robinson, Committee Chair**

Discussion	The Education Committee has been reactivated and is working closely with staff and the JJF Committee. A significant area of focus is strengthening the JJF mentor pool by pairing prominent performers with experienced educators and increasing the diversity of mentors. Education Committee members attending the conference will be encouraged to volunteer at least one hour as JJF mentors. Board members will also be invited to apply as mentors or observe a JJF session. Committee members have committed to providing monthly educational articles through spring 2027, with webinars expected to develop from the article topics. Bethany Robinson, Lisa Linde, and Julius Tolentino will present a JEN-sponsored jazz pre-conference session in partnership with the Midwest Clinic.

Action items	Person responsible	Deadline
Distribute the JJF mentor interest/application link to Board members	Kelly Carson	When available
Recruit and vet a diverse group of JJF mentors	Education and JJF committees	Before the 2027 conference
Continue the monthly educational article series and webinar development	Education Committee, Jesse Nolan	Ongoing

Start Time-Finish Time	Strategic Leadership Workgroups	David Kauffman President Elect

Discussion	The strategic leadership workgroups were adjusted to reflect the incoming Board and officer assignments. The Board's role remains focused on strategic stewardship rather than program management. Bethany Robinson will oversee the Education and Impact workgroup, and Alan Baylock will be added to that workgroup. Workgroup notes will be maintained as a running agenda so that progress carries forward between meetings. Board members may participate in workgroups other than their primary assignment, although members will generally be assigned to only one group to respect their time. Brian Tuczynski recommended reviewing whether the workgroups should operate within the Board's existing committee structure, particularly the Operations and Governance Committee, to ensure consistency with the bylaws.

Action items	Person responsible	Deadline
Review workgroup structure for alignment with the bylaws	David Kauffman and Brian Tuczynski	TBD
Notify leadership of requested workgroup changes or additional interests	Board members	ASAP

Start Time-Finish Time	Strategic Planning	José Diaz President

Discussion	JEN needs to begin developing its next strategic plan. Volunteers will be recruited to serve on a strategic planning committee.

Action items	Person responsible	Deadline
Recruit members for the strategic planning committee	Board leadership	Upcoming
Begin development of the next strategic plan	Strategic Planning Committee	TBD

Start Time-Finish Time	Use of AI-Generated Music	David Kauffman President Elect

Discussion	A recent marketing project prompted discussion regarding JEN's use of artificial intelligence. Staff confirmed that the music used in the project was created by a human composer and appropriately licensed through Canva.

	Leadership affirmed that, although AI may be used to support administrative and operational work, JEN will not use AI-generated music to promote the organization or its programs. This position reflects JEN's role as a music-centered organization representing and supporting human creators.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

START TIME-FINISH TIME | FUTURE BOARD MEETING DISCUSSION | JOSÉ DIAZ PRESIDENT

DISCUSSION	The Board discussed the difficulty of finding meeting dates that produce a quorum. Saturday mornings may not be workable for all members, and weekday evenings were suggested as an alternative. Scheduling tools may continue to be used, but members must respond promptly. If sufficient responses are not received, the President may select meeting dates to ensure the Board can conduct necessary business before the conference.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Poll Board members regarding August and October meeting availability	Staff and incoming president	asap
Respond promptly to scheduling polls	Board members	By stated deadlines

START TIME-FINISH TIME | RECOGNITION AND CLOSING REMARKS | JOSÉ DIAZ PRESIDENT

DISCUSSION	President Diaz recognized Ashley Shabankareh for her service as she completed her Board term. Members expressed appreciation for her leadership, advocacy, and contributions to JEN. President Diaz reflected on his final Board meeting as President and emphasized the value of respectful disagreement and ensuring that all Board members' perspectives are heard. Board members thanked President Diaz for his leadership, particularly his focus on organizational accountability and financial health. President Diaz will continue serving as Immediate Past President beginning July 1. The Board also expressed appreciation to JEN staff for their work and support.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Motion to adjourn meeting, made by David Kauffman

Seconded by Roosevelt Griffin

Motion Passed.

Meeting Adjourned at approx. 2:08 meeting elapsed time______________ Eastern Time

Motions Summary

Motion	Moved By	Seconded By	Outcome
Approve the August 2025 and January 6–7, 2026 meeting minutes	Ashley Shabankareh	Roosevelt Griffin	Passed
Approve the 2026–2027 slate of officers	Randal Rossman	Ashley Shabankareh	Passed
Appoint Adonis Rose to complete the remaining year of Doug Beach's Board term	Laura Gentry	David Kauffman	Passed
Adjourn the meeting	David Kauffman	Roosevelt Griffin	Passed