

**Mass Music Teachers Association
Minutes from Board Meeting
Friday, September 12, 2014**

President Dorothy Travis called the meeting, held at 40 Naples Rd., Melrose, to order at 10:00 a.m.

Present: Dorothy Travis, Janet Ainsworth, Alison Barr, Leslie Hitelman, Vera Rubin, Heather Riley, Nilly Shilo, John Stapp Valerie Stark and Vivian Tsang.

President Travis welcomed all to her home and encouraged everyone to go out after the meeting and explore Melrose.

She thanked Immediate Past President Vera Rubin for all her hard and dedicated work for MMTA, particularly at a time in her life when she was under the stress of trying to obtain her permanent U.S. citizenship status (Mission accomplished, congratulations, Vera!)

Dorothy also thanked Valerie Stark for taking over the Treasurer's position in mid-term and doing such a great job, and she also acknowledged Alison, Leslie, Heather and the entire Board.

Dorothy stated that she envisions her Presidency to be one of great transparency for MMTA, using our website as a clearinghouse for information, history, Board transactions – we will be able to go there to get what we need.

1) Reading and Approval of the Secretary's Minutes from June 4, 2014

These minutes were circulated online before the meeting, so the reading was dispensed with. Dorothy asked for clarified wording surrounding the second paragraph on page 2.

Alison agreed to reword to reflect more clearly what was said. New wording: "It was determined that Jane Fiske may be willing to serve MMTA in an official capacity, based on her past association with MMTA."

Alison will also remove a dangling ""there" on second to last page.

***Action Item brought up by Dorothy: Vivian will change the Contact Person for the MMTA Scholarships on the website from Alison Barr to Dorothy Travis.

***Action Item: Alison will present the final version of the approved "MMTA Teacher Enrichment Travel Grant" to Vivian so that it can be placed on the website

Valerie moved to approve minutes as amended.

Heather seconded.

Approved unanimously.

Secretary Alison Barr asked that when members clearly state that they are "off-the-record" when speaking in a way that is not part of the official business of the Board

Meeting. She would like to be able to clearly distinguish this communication from official business for the sake of accurate note taking. Dorothy agreed and she or Alison will remind everyone of this policy at the beginning of each meeting.

2) Reading and Approval of Treasurer's Report and Financial Matters

2A) The Treasurer's Report below was presented by Treasurer Valerie Stark.

Sept. 12, 2014 Treasurer's Report

Fiscal Year 2013 – 2014

Starting Assets (Checking plus Savings) July 1, 2013: \$51,438.70

Year End Assets: \$57,500.58

Net Gain: \$6061.79

Program Gains and Losses:

MTNA Performance Competitions +\$34.58

Judged Festival: + \$3,865.12

MAE's: +\$443.05

Bay State Contest: -\$1,368.79 (see CD and other Bay State discussion later in minutes to help clarify this figure)

Membership: Approx. +\$6920.0

Comment from Valerie: Membership Dues category reflects an increase in membership, but also a dues increase, which took effect this year.

2B) MMTA's Financial Form, presented by Valerie, is available in PDF form on the website (See Student Programs) and should be used for submitting all expenses and income.

Dorothy asked if this form is specific enough as it stands, and Valerie said it is.

Valerie also asked that when hiring judges, please ask them immediately when accept the judging position, to please **submit a W-9**, so she has this for tax purposes. The judges do not have to file a new one every year unless some information has changed. It is probably not necessary to have a link online for this form, because it's readily available on the IRS website.

Dorothy asked that everyone who chairs a festival or competition please add wording to your online information indicating " All judges are required to file a W-9 to the Competition Chair, which will then be forwarded to the Treasurer."

2C) "Uncustomary Expense Approval."

Dorothy stated that will be times when we have the need to make an expenditure that is not a regular or predictable one. Valerie gave the Bay State Contest CD Production as such an expense.

(Valerie reported that the CD project has incurred around \$4032.30 in expenses, but John has at least \$500. or more in checks to pass in, and he is just beginning to process all the many requests coming in for CD's. The final figure for CD expense will be significantly lower.)

Valerie was unsure how to process these expenses, since the Board did not officially approve them, **though the Board was completely aware of and in favor of the CD Project undertaken by John Stapp.**

Discussion ensued. John explained his motivation in having the CD made when he did. He wishes to move the Bay State Contest into a position of great respect and recognition as a premier contest for young musicians, AND, he wants to be able to have a vehicle to show the contest in a wonderful light as he finds a new venue.

What John views for the future of the contest are:

More appropriate and professional facilities

More supportive faculty at the new facility

Higher entrance fees

A great location

More control of the contest

He also stated that he would NOT NECESSARILY expect to produce a CD every year.

John stated that he felt that the Board is supportive of his vision for the contest.

Dorothy drew the discussion back to **Uncustomary Expense Approval**; saying that if it is not a typical expense, it needs to be approved by the Board, whether 0in a meeting or with an online vote. Alison said that, though none of us knows what the future may hold, we can estimate what an expense may be, and put it out to the Board for approval.

More financial discussion ensued:

Vivian Tsang announced that we've outgrown Indian Hill for the Judged Festival. She said that it has been a wonderful partnership, but the festival is too large now. She has approached Gordon College in Wenham, and they said, "YES." The cost quoted to Vivian was \$2000.00

After discussion, the Board decided that since \$2000 is a much higher fee than what we paid last year, Vivian might be able to negotiate a lower fee.

Janet Ainsworth said that her school, St. Mark's School, in Southborough, might also be a good venue for the Judged Festival. Vivian will look into this as a potential venue and then make a decision.

Nilly Shilo voted that we approve up to \$2000.00 (with stipulation that we try to stay below this amount) for a new location for the Judged Festival and that Vivian will decide upon the location.

Leslie Hitelman seconded.

Unanimously approved.

Valerie suggested that we table “Long-term Financial Planning” until the next meeting, and it was agreed to do so.

3) Membership Report

Heather Riley has just taken over as Membership VP and she stated that she is uncertain as to exactly what her duties should be now that the Membership Handbook/Directory is going online.

Heather said that she would like to relieve Vivian from some of the online membership duties she performs at this point. Heather also noted that there was a “Subcommittee for Technology” formed at the last meeting.

Heather asked for the Board’s guidance on what she should be doing. Dorothy read a description of duties, and it was observed that most of it entailed managing the membership data, welcoming new members, etc.

Heather asked if we want her to do recruiting of any kind. Dorothy said that she felt that our past advertisers should be respected. Vivian said that there is a “No Email” list.

One idea from Vivian was that Heather send out a Welcome Email to New Members. Nilly might have a copy of such a letter from the past. Everyone agreed that this is a great idea and Heather will follow up on it. Though there it is not necessary to add anything “NEW” to Heather’s job, but we need to clarify exactly what she needs to do.

Heather said that National sends her membership statistics every month. She will now start collecting calendar information and work with Vivian as to how to set up the new Handbook/Directory.

Bay State Contest should be listed “TBA”
Judged Festival will be held Sat., Feb. 7, 2015
Alison gave Heather the Newsletter Deadlines:
Dec. 12, 2014
June 5, 2015
Sept. 4, 2015

**The printed version for the “No email” will include:
Calendar
Officer/Chair List**

Member Names and Addresses

NO advertisers

NO Constitution/Bylaws

Action Item: Vivian will change the name under Membership VP to be “Heather Riley” and will also update the dues amounts. Vivian will post the Handbook/Directory on the website. There will be no President’s Message. The Code of Ethics will be updated to include the change we voted on in a previous meeting. Vivian will also update the header.

Discussion ensued about changes to our website – perhaps we can model it after the MTNA site with similar pull-downs, etc. We should include some redundancy. We will now access Teacher Directory with login for members. We will email suggestions to Vivian for a new web host, such as Network Solutions.

5) Selling Email List

Dorothy said that we have historically allowed the email list to be used in a limited basis with the BCC feature. This summer, we approved Yuri’s Piano to send three consecutive emails to the membership for \$125.00

She has spoken to MTNA about its policy. That policy is to “sponsor emails” that are clearly marked as a commercial message. Alison said that there are many places -- as in the newsletter where the lines are blurred between Member News and commercial notices that have direct fiduciary benefit for the person who submits them. Is there a Bulletin Board or other concept that could be used for posting of member information so that it is separated from our official business?

Dorothy, Vivian and Heather will engage in an online discussion about this and come up with a recommendation.

6) MTNA Competitions

Dorothy announced the following competitors for the Performance Competitions to be held Saturday, Nov. 22, 2014 at Brandeis in Waltham

2 Sr. String

2 Jr. String

20 Jr. Piano

5 Sr. Piano

1 Young Artist

1 Chamber Music

1 Voice

Leslie announced the following Composition Competitors:

12 in all, 8 of which are Juniors. NO Elementary

Dorothy asked for approval to increase the Judges' Fee, and discussion ensued about the Competition day itself

20 contestants in one category push the upper limit of a one-day Competition. This will be a VERY long day for everyone, judges in particular.

Nilly commented that a few states may allow two winners and many states, which have large numbers of contestants, conduct a two-day Competition. We discussed the logistical and judging problems involved in this.

John said that the Bay State judges are paid \$325.00 a day as a flat fee.

\$400. Per day might be a good amount for MTNA Competition judges.

We also discussed the possibility of having two "semi-final competitions" simultaneously, and then having the winners from each goes on to a "final" competition. Honorable Mentions can be names at both the Semi-final and final levels.

It was agreed that any plan we employ has the possibility of being contentious. Dorothy will decide on the best way to conduct this year's competition.

Dorothy announced that the one voice candidate would be judged at a vocal studio.

7) Bay State Contest CDs

John announced that he had 500 CDs made. He has placed them on Facebook to advertise them and sent a CD sale email on 9/11/14.

Some of us heard the CD at the Teacher-of-the-Year party and it was wonderful, though it was unmixed at that time.

The cost is \$25.00 for the two-CD set, including shipping. Some stores are selling them also (for \$25.00.)

Dorothy will send a member email about the CDs and Valerie asked John to please use the Financial Form when he sends her CD checks so that she can have not only the amount, but also the numbers sold.

We all congratulated John on this wonderful project and all the work he put into it. At the end of the meeting, he presented the CD's for sale and they look amazing!

8) Historical Papers

Dorothy asked the Board what should be done with historical papers sent to her by the daughter of Herbert Bowker. Alison said that archives are very important and preserve the history and tradition of our organization, so that, though we may not have a clear path or person to take care of these things right now, they should be stored and preserved. Alison took the old Newsletters and Dorothy kept the Bowker archives.

New Business

9) Non-Members Enrolling Students in MMTA Contests

The Board discussed the fact that we allow non-member teachers to enter students in our MMTA contests (Bay State, etc.) for an increased registration fee. Perhaps we should revisit this policy. When we originally put it into effect, our contests did not have the huge numbers that they do now. Now, we do not have to provide incentives for students to register, so, conceptually, the policy may not be right.

Discussion ensued about the history of this and the numbers of teachers actually falling into the non-members category. (5 for Bay State, 8 for Judged Festival)

The financial aspect is not really positive for us, because the increased registration fee is about the same amount as what we would have been receiving from that teacher for dues. Though there may not be a large distinction between a “non-member” and an inactive member, the inactive member is at least in a position to perhaps become a more active member and has made the minimal commitment to MMTA of joining and paying dues.

We would have to give lead-time to change this policy and perhaps change the dates for when people can become members.

In the event that we decide to change this policy for the 2015-2016 dues year, Dorothy could let people know in a member email.

This will be on the agenda for the February 2015 meeting.

10) Summer Festival Travel

Vera proposed that, since we are financially successful, we implement a program to fund Summer Festival Travel for students of MMTA members. This could be in addition to the Herbert Bowker and Nancy Olivia Scholarships, which are financially helpful, but not large amounts of \$.

This will be on the agenda for the February 2015 meeting.

Janet Ainsworth, President-Elect, is excited to attend the Leadership Summit in Cincinnati, and will give a report on it at the February, 2015 Board meeting.

President Travis adjourned the meeting at 12:05 p.m.

**Respectfully submitted,
Alison Barr, Secretary**

**Next meeting: Friday, February 13, 2015, 10:00 a.m. (9:30 refreshments)
40 Naples Rd., Melrose, MA**

